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Department
of
Defense

DoD Electronic Data Interchange (EDI) Convention

ASC X12 Transaction Set 840 Request for Quotation (Version 003010)

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ASC X12 Transaction Set 840 Request for Quotation (Version 003010)

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1.0 INTRODUCTION

This chapter explains the purpose of the convention, the scope of the guidance, and provides an explanation of how to use the convention.

1.1 PURPOSE OF THE CONVENTION

The convention provides general guidance on the implementation of American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 electronic data interchange (EDI) standards within automated information systems (AIS) and information interchange procedures that require the collection, reporting, and/or exchange of data needed to perform defense missions.

1.2 SCOPE

The guidance is provided for two components. First, it may be used by organizational elements of the DoD community. It may also be useful to organizations external to DoD that exchange data with the DoD community in the course of their business relationships.

The DoD community encompasses the Military Services, Organizations of the Joint Chiefs of Staff, Unified and Specified Commands, Office of the Secretary of Defense, and the Defense agencies. (That community is collectively referred to as the DoD Components.)

Organizational entities external to DoD include (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the United States Government other than DoD; (c) local and state governments; (d) foreign national governments; and (e) international government organizations.

The draft convention published in this document is for trial use and comment. DoD Components must submit to the DoD EDI Executive Agent (EA) their data requirements that are not covered in the conventions as soon as possible, as indicated in Chapter 2.0, Section 2.1.

1.3 RESPONSIBLE ENTITY

The Defense Logistics Agency (DLA) is DoD's Executive Agent for implementing and maintaining Defense-wide programs for (a) EDI in accordance with DepSecDef memorandum of May 24, 1988, Subject: *Electronic Data Interchange of Business-Related Transactions;* and (b) Protection of Logistics Unclassified/Sensitive Systems (PLUS) in accordance with Assistant Secretary of Defense (Production and Logistics) [ASD(P&L)] memorandum of November 21, 1989, Subject: *Production and Logistics Task Group for Data Protection.* Publication of these conventions is based upon this authority. See Chapter 2.0 *Maintenance*, Section 2.1 for office point of contact.

1.4 HOW TO USE THE IMPLEMENTATION CONVENTION

The main topics and structures of this document conform to the *EDI Implementation Reference Manual Guidelines* document that was developed by a task group of the subcommittee on education and implementation of the ASC X12. The purpose of having agreed-upon topics and structure is to facilitate reference by the many industry and DoD personnel who are involved in implementing the uniform standards for electronic interchange of business transactions.

1.4.1 Conventions, Standards, and Guidelines

The terms conventions, standards, and guidelines are used throughout the document and are defined as follows:

- *Conventions* are the common practices and/or interpretations of the use of ASC X12 standards. Conventions define what is included in a specific implementation of an ASC X12 standard.

- *Standards* are the technical documentation approved by ASC X12; specifically, transaction sets, segments, data elements, code sets, and interchange control structure. Standards provide the structure for each ASC X12 document.

- *Guidelines* are instructions on the use of EDI. They provide additional information to assist in conducting EDI. Guidelines are intended to provide assistance and should not be your sole source of information.

1.4.1.1 Who Develops the Conventions?

Conventions result from a joint effort between business, technical, and EDI ASC X12 standards experts. The business data requirement is defined, a transaction set is selected, and the data requirement is then identified with data elements in the transaction set. A convention is usually developed before any computer EDI systems development work and serves as a design document when the development process begins.

1.4.1.2 Why Use a Convention?

To create an ASC X12 transaction, a user must know the data requirements, understand the ASC X12 standard, and be able to use that information to develop an interface program between the computer application and the ASC X12 translator. The necessary information to perform this task is contained in the convention document. Users who follow the convention will create a transaction set that all DoD users understand.

1.4.1.3 Who Needs a Convention?

System analysts and application programmers who plan to create or read ASC X12 transactions use a convention to aid in interface software design. The convention will help the programmer and analyst identify where their application data requirement should be carried in an ASC X12 transaction set.

1.4.4.4 Can I Develop a Convention?

Conventions already exist for some of the most common business practices. Copies of existing conventions can be acquired through your organization's EDI coordinator at the start of an EDI project. If you find no conventions for the business practice you are about to implement, your EDI coordinator should contact the DoD Executive Agent for EDI. See Chapter 2.0, *Maintenance*, Section 2.1 for the point of contact.

1.4.2 Documentation of Conventions

Conventions are adopted from, and are intended to be in conformance with, ANSI ASC X12 standards or ASC X12 Draft Standards for Trial Use (DSTU).

1.4.2.1 Transaction Set

Figure 1.4-1 provides an example of a transaction set table. The transaction set defines information of business or strategic significance and consists of a transaction set header segment, one or more data segments in a specified order, and a transaction set trailer segment. The actual ASC X12 standard as it appears in the official ASC X12 standards manual is presented on the right side of the page. This standard also includes both syntax notes and comments. The specific DoD usage designator is presented on the left side of the page.

The designation "N/U" appears in the left column if DoD does not use the specific segment. A page number will appear if the segment is used.

1.4.2.2 Transaction Set Segment

Figure 1.4-2 is an example of a transaction set segment.

DoD usage is specified on the left side of the page. For identifier (ID) — type data elements, acceptable code values are listed on the right side of the page under the definitions of the element.

DoD notes, reflecting how the convention is to be used appear on the right side of the page at the segment level or the data element level.

The following definitions are for use in interpreting the data element requirement designators in the DoD-specific segment directory section of the convention. For ASC X12 usage, see the definitions in *X12.6 Application Control Structure*.

- *Mandatory*
  Mandatory data elements are defined by ASC X12.

- *Optional*
  Optional data elements are used at the discretion of the sending party or are based upon mutual agreement between trading partners.

DEPARTMENT OF DEFENSE
DRAFT IMPLEMENTATION CONVENTION

824 Application Advice

This standard provides the format and establishes the data contents of the Application Advice Transaction Set (824) within the context of an Electronic Data Interchange (EDI) environment. This transaction set provides the ability to report the results of an application system's data content edits of transaction sets. The results of editing transaction sets can be reported at the functional group and transaction set level, in either coded or free-form format. It is designed to accomodate the business need of reporting the acceptance, rejection or acceptance with change of any transaction set. The Application Advice should not be used in place of a transaction set designed as a specific response to another transaction set (e.g., purchase order acknowledgement sent in response to a purchase order).

Table 1

PAGE #	POS. #	SEG. ID	NAME	REQ. DES.	MAX USE	LOOP REPEAT
2	010	ST	Transaction Set Header	M	1	
3	020	BGN	Beginning Segment	M	1	
			LOOP ID - N1			2
4	030	N1	Name	O	1	
5	040	N2	Additional Name Information	O	2	
6	050	N3	Address Information	O	2	
7	060	N4	Geographic Location	O	1	
8	070	REF	Reference Numbers	O	12	
9	080	PER	Administrative Communications Contact	O	3	

Table 2

PAGE #	POS. #	SEG. ID	NAME	REQ. DES.	MAX USE	LOOP REPEAT
			LOOP ID - OTI			10000
10	010	OTI	Original Transaction Identification	M	1	
12	020	REF	Reference Numbers	O	12	
13	030	DTM	Date/Time Reference	O	2	
N/U	040	PER	Administrative Communications Contact	O	3	
N/U	050	AMT	Monetary Amount	O	10	
N/U	060	QTY	Quantity	O	10	
			LOOP ID - TED			10000
14	070	TED	Technical Error Description	O	1	
15	080	NTE	Note/Special Instruction	O	100	
16	090	SE	Transaction Set Trailer	M	1	

Figure 1.4-1 Example of a Transaction Set Table

DEPARTMENT OF DEFENSE
DRAFT IMPLEMENTATION CONVENTION

Segment: **BGN** **Beginning Segment**
Level: Header
Loop: ____
Mandatory **Usage:** Mandatory
Max Use: 1
Purpose: To indicate the beginning of a transaction set
Syntax: If BGN05 is used, BGN04 is required
Comments: *1.* BGN02 is the Transaction Set Reference Number.
2. BGN03 is the Transaction Set Date.
3. BGN04 is the Transaction Set Time.
4. BGN05 is the transaction set time qualifier.

Data Element Summary

	REF DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	BGN01	353	**Transaction Set Purpose Code** Code identifying purpose of transaction set. 00 Original 01 Cancellation 04 Change 12 Not Processed	M	ID	2/2
Mandatory	BGN02	127	**Reference Number** Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	M	AN	1/30
Mandatory	BGN03	373	**Date** Date (YYMMDD).	M	DT	6/6
Conditional	BGN04	337	**Time** Time expressed in 24-hour clock time (HHMM, time range: 0000 though 2359). ***Implementation Note:*** *Use HHMM.*	C	TM	4/4
Not Used	BGN05	623	**Time Code**	O	ID	2/2

Figure 1.4-2 Example of a Transaction Set Segment

- *Required*
  Required data elements are considered optional under ASC X12 rules, but are required by DoD decision.

- *Recommended*
  Recommended data elements are considered optional under ASC X12 rules and by the DoD, but the industry recommends their use to facilitate EDI. Most companies in the industry are expected to use this data element.

- *Not Used*
  "Not Used" data elements are those that the DoD does not use.

- *Conditional*
  Conditional data elements depend on the presence of other data elements in the transaction set.

2.0 MAINTENANCE

This chapter describes the procedures for maintaining the DoD conventions. It also presents a section on version/release timing.

2.1 MAINTAINING CONVENTIONS

The DLA, as DoD's Executive Agent for EDI and PLUS, has established a joint program office to oversee implementation of EDI. Some of the functions of this program office are to maintain configuration control of related standards and common support packages (e.g., versions of ASC X12 standards and PLUS algorithms employed), participate in the standards-setting process, and ensure compliance with approved EDI standards.

To accomplish these functions, the joint program office has established a conventions and standards development and maintenance process whose objectives are: (1) to obtain ASC X12 data requirements from the DoD Components and present the requirements to the ASC X12 for consideration as ANSI standards, and (2) to develop and maintain conventions for use by DoD Components and their potential trading partners.

To take advantage of, and not duplicate, existing data standardization processes, the EA has established focal points within the ASD Offices, the Military Services, and the Defense Agencies from which EDI information is obtained and disseminated.

The EA's primary source of information about DoD's data requirements is the EDI User.

Changes to this publication and recommended changes to ANSI ASC X12 should be forwarded through your organizational point of contact for data standardization to:

EDI Standards Coordinator
ATTN: DLA-ZC
Cameron Station
Alexandria, VA 22304-6100

See Chapter 4 for reproducible ASC X12 Work Request forms.

2.2 VERSION/RELEASE TIMING

Identification of the official "version" of a standard is critical to the successful interchange of information. Each participant must be able to send and receive the same version to ensure the accuracy of the information exchanged.

The version is transmitted as a 12-character code in the Functional Group Header segment (GS) in Data Element #480, Version/Release/Industry ID. This 12-character code is used by ASC X12 as follows:

Position	Content
1–3	Version number
4–5	Release level of version
6	Subrelease
7–12	DoD/Industry or Trade Association ID

ASC X12 assigns the codes in positions 1 through 6.

A major version (1–3) will change only after an official public review cycle, leading to republication of a new American National Standard.

Release level of each new major version (4–6) will begin at "000" and incremented by 1 for each new ASC X12 approved publication cycle, usually once a year. The fifth character designates the release and the sixth character designates the subrelease.

DoD/Industry/Trade Association ID (7–12) is used to identify conventions. For this suffix, DoD will use "DoD_" with the 10th character identifying successive publications. The 11th and 12th characters may be used by the Military Departments or Defense Agencies.

DoD conventions for using ASC X12 standards are published annually. Conventions developed for each release will be maintained for 4 years. Military Services and DoD Agencies will determine which release to use on the basis of business need but will not use any release more than 4 years old without approval of the DoD EA.

3.0 DoD CONVENTIONS FOR USING ASC X12 TRANSACTION SETS

This chapter defines the DoD transaction set conventions. It includes the instructions for implementing the control structure and definitions of the usage indicators and applicable codes.

3.1 INTRODUCTION

The power of the ASC X12 standard is in its building block concept, which standardizes the essential elements of business transactions. It is analogous to a "standard bill of materials and the construction specifications," which gives the architect flexibility in what can be designed with standardized materials and procedures. The EDI system designer, like the architect, uses the ASC X12 standards to build business transactions that are often different because of their function and yet utilize the ASC X12 standards. The "bill of materials and the construction specification" of ASC X12 are the standards found in the published technical documentation.

ASC X12.3 – The *Data Element Dictionary* specifies the data elements used in the construction of the segments that comprise the transaction sets developed by ASC X12.

ASC X12.5 – The *Interchange Control Structure* provides the interchange control segment (also called an envelope) of a header and trailer for the electronic interchange through a data transmission; it also provide a structure to acknowledge the receipt and processing of the envelope.

ASC X12.6 – The *Application Control Structure* defines the basic control structures, syntax rules, and semantics of EDI.

ASC X12.22 – The *Data Segment Directory* provides the definitions and specifications of the segments used in the construction of transaction sets developed by ASC X12.

The DoD convention in Section 3.4 conform to the above standards and each transaction set is a complete document to the extent possible. For further clarification of acronyms, abbreviations, and codes, refer to ASC X12 published technical documentation. Contact the DoD EDI Executive Agent for copies or the Data Interchange Standards Association, Inc., Suite 355, 1800 Diagonal Road, Alexandria, VA 22314.

3.2 CONTROL SEGMENTS

In addition to the communication control structure, the EDI structure provides the standards user with multiple levels of control to ensure data integrity. It does so by using header and trailer control segments

designed to identify uniquely the start and end of the interchange functional groups and transaction sets. The relationship of these control segments is shown in Figure 3.2-1. Control Segment specifications are defined in Section 3.2.2.

3.2.1 Description of Use

The interchange header and trailer segments surround one or more functional groups or interchange-related control segments and perform the following functions:

- Define the data element separators and data segment terminators
- Identify the sender and receiver
- Provide control information
- Allow for authorization and security information.

The Interchange Acknolwedgment Segment is used to acknowledge one interchange header and trailer envelope where the envelope surrounds one or more functional groups. (No acknowledgment is made for the interchange acknowledgment.)

The interchange control number value in the acknowledgment (TA1 segment) is the same as that for the ISA segment that is being acknowledged. The control number serves as a link between the interchange header and trailer and the acknowledgment of that header and trailer.

The interchange acknowledgment does not report any status on the functional groups contained in the interchange and is separate from the communication system's error procedures.

The preparer of the interchange header and trailer indicates the level of acknowledgment in Data Element 113, Acknowledgment Requested. If an acknowledgment is requested, then the recipient must return an acknowledgment. If not requested, none should be given.

The interchange acknowledgment control segments are placed after the interchange header and before the first functional group or before the interchange trailer if there are no functional groups.

Control segments are standard for all implementation conventions produced for the Department of Defense. Some codes associated with individual data elements within the control segments are unique to the individual transaction set. Others, identify the ANSI version and release in which the convention is written.

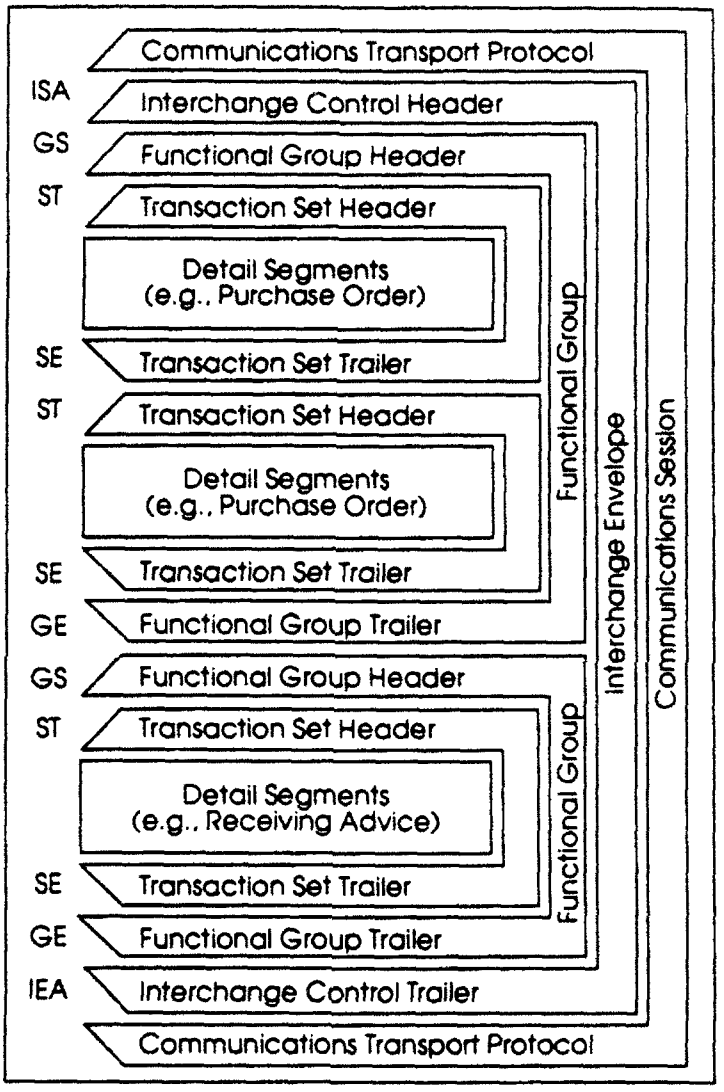


Figure 3.2-1. Hierarchical Structure

3.2.2 Control Segment Specifications

Segment: ISA Interchange Control Header

Purpose: To start and identify an interchange of one or more functional groups and interchange-related control segments.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
Mandatory	ISA01	I01	**Authorization Information Qualifier** Code to identify the type of information in the Authorization Information. 00 No Authorization Information Present (No Meaningful Information in I02)	M ID 2/2
Mandatory	ISA02	I02	**Authorization Information** Information used for additional identification or authorization of the sender or the data in the interchange. The type of information is set by the Authorization Information Qualifier. ***Implementation Note:*** *If no authorization information is agreed to by trading partners, fill field with blanks.*	M AN 10/10
Mandatory	ISA03	I03	**Security Information Qualifier** Code to identify the type of information in the Security Information. 01 Password	M ID 2/2
Mandatory	ISA04	I04	**Security Information** This is used for identifying the security information about the sender or the data in the interchange. The type of information is set by the Security Information Qualifier. ***Implementation Note:*** *An agreed upon password. If no security information is agreed to by trading partners, fill field with blanks.*	M AN 10/10
Mandatory	ISA05	I05	**Interchange ID Qualifier** Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified. ZZ Mutually Defined ***Code Value Implementation Note:*** *An agreed upon designation of DoD Activity Address Code (DoDAAC) or other code coordinated with the value-added network (VAN).*	M ID 2/2
Mandatory	ISA06	I06	**Interchange Sender ID** Identification code published by the sender for other parties to use as the receiver ID to route data to them. The sender always codes this number in the sender ID element. ***Implementation Note:*** *DoD activities use Department of Defense Activity Address Code (DoDAAC) or other code coordinated with the value-added network (VAN). Non-DoD activities use identification code qualified by ISA05 and coordinated with the VAN.*	M ID 15/15
Mandatory	ISA07	I05	**Interchange ID Qualifier** Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified. ZZ Mutually Defined	M ID 2/2

Code Value Implementation Note:
An agreed upon designation of DoD Activity Address Code (DoDAAC) or other code coordinated with the value-added network (VAN).

Mandatory | **ISA08** | **I07** | **Interchange Receiver ID** | **M** | **ID** | **15/15**
Identification code published by the receiver of the data. When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them.

Implementation Note:
DoD activities use Department of Defense Activity Address Code (DoDAAC) or other code coordinated with the value-added network (VAN). Non-DoD activities use identification code qualified by ISA05 and coordinated with the VAN.

Mandatory | **ISA09** | **I08** | **Interchange Date** | **M** | **DT** | **6/6**
Date of the interchange.

Implementation Note:
Assigned by translation software. YYMMDD

Mandatory | **ISA10** | **I09** | **Interchange Time** | **M** | **TM** | **4/4**
Time of the interchange.

Implementation Note:
Assigned by translation software. HHMM

Mandatory | **ISA11** | **I10** | **Interchange Control Standards Identifier** | **M** | **ID** | **1/1**
Code to identify the agency responsible for the control standard used by the message that is enclosed by the interchange header and trailer.

U U.S. EDI Community of ASC X12, TDCC, and UCS

Mandatory | **ISA12** | **I11** | **Interchange Control Version Number** | **M** | **ID** | **5/5**
This version number covers the interchange control segments and the functional group control segments.

00301 Draft Standard for Trial Use Approved for Publication by ASC X12 Procedures Review Board Through October 1990

Code Value Implementation Note:
Version ID as defined or agreed upon by the trading partners.

Mandatory | **ISA13** | **I12** | **Interchange Control Number** | **M** | **N0** | **9/9**
This number uniquely identifies the interchange data to the sender. It is assigned by the sender. Together with the sender ID it uniquely identifies the interchange data to the receiver. It is suggested that the sender, receiver, and all third parties be able to maintain an audit trail of interchanges using this number.

Mandatory | **ISA14** | **I13** | **Acknowledgment Requested** | **M** | **ID** | **1/1**
Code sent by the sender to request an interchange acknowledgment.

0 No Acknowledgment Requested

1 Interchange Acknowledgment Requested

Mandatory | **ISA15** | **I14** | **Test Indicator** | **M** | **ID** | **1/1**
Code to indicate whether data enclosed by this interchange envelope is test or production.

P Production Data

T Test Data

Code Value Implementation Note:
Assigned by translation software.

Mandatory

ISA16 **I15** **Subelement Separator** **M AN 1/1**
This is a field reserved for future expansion in separating data element subgroups. (In the interest of a migration to international standards, this should be different from the data element separator).

Implementation Note:
Use character "<".

Segment: GS Functional Group Header

Purpose: To indicate the beginning of a functional group and to provide control information

Syntax: The data interchange control number (GS06) in this header must be identical to the same data element in the associated Functional Group Trailer (GE02).

Comment: A functional group of related transaction sets, within the scope of X12 standards, consists of a collection of similar transaction sets enclosed by a functional group header and a functional group trailer.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	GS01	479	**Functional Identifier Code** Code identifying a group of application related Transaction Sets.	M	ID	2/2
			Implementation Note: *Choose the code value appropriate to the information content of the functional group. See X12 Dictionary for source code list.*			
			RQ Request for Quotation (840) and Contract Award (836)			
Mandatory	GS02	142	**Application Sender's Code** Code identifying party sending transmission. Codes agreed to by trading partners.	M	AN	2/15
			Implementation Note: *DoD activities use Department of Defense Activity Address Code (DoDAAC). Non-DoD activities use identification code assigned by DoD activity. Recommend for increased security that non-DoD code differ from that used in ISA06.*			
Mandatory	GS03	124	**Application Receiver's Code** Code identifying party receiving transmission. Codes agreed to by trading partners.	M	AN	2/15
			Implementation Note: *DoD activities use Department of Defense Activity Address Code (DoDAAC). Non-DoD activities use identification code assigned by DoD activity. Recommend for increased security that non-DoD code differ from that used in ISA08.*			
Mandatory	GS04	29	**Group Date** Date sender generated a functional group of transaction sets.	M	DT	6/6
			Implementation Note: *Assigned by translation software.*			
Mandatory	GS05	30	**Group Time** Time (HHMM) when the sender generated a functional group of transaction sets (local time at sender's location).	M	TM	4/4
			Implementation Note: *Assigned by translation software.*			
Mandatory	GS06	28	**Group Control Number** Assigned number originated and maintained by the sender.	M	N0	1/9

Implementation Note:
Assigned by translation software.

Mandatory

GS07 **455** **Responsible Agency Code** **M ID 1/2**
Code used in conjunction with Data Element 480 to identify the issuer of the standard.

X Accredited Standards Committee X12

Code Value Implementation Note:
Indicates that an ANSI X12 standard is being transmitted.

Mandatory

GS08 **480** **Version/Release/Industry ID Code** **M ID 1/12**
Code indicating the version, release, subrelease and industry identifier of the EDI standard being used. Positions 1-3, version number; positions 4-6, release and subrelease level of version; positions 7-12, industry or trade association identifier (optionally assigned by user).

003010 Draft Standards Approved By ASC X12 Through June 1990.

Code Value Implementation Note:
Code value agreed to by trading partners. See X12 Dictionary for source code list.

Segment: **GE** **Functional Group Trailer**

Purpose: To indicate the end of a functional group and to provide control information

Syntax: The data interchange control number (GE02) in this trailer must be identical to the same data element in the associated Functional Group Header (GS06).

Comment: The use of identical data interchange control numbers in the associated functional group header and trailer is designed to maximize functional group integrity. The control number is the same as that used in the corresponding header.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	GE01	97	**Number of Transaction Sets Included** Total number of transaction sets included in the functional group or interchange (transmission) group terminated by the trailer containing this data element.	M	N0	1/6
			Implementation Note: *Assigned by translation software.*			
Mandatory	GE02	28	**Group Control Number** Assigned number originated and maintained by the sender.	M	N0	1/9
			Implementation Note: *Assigned by the translation software. This control number must match the control number of the preceding GS06 control number.*			

Segment: IEA Interchange Control Trailer

Purpose: To define the end of an interchange of one or more functional groups and interchange-related control segments.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	IEA01	I16	**Number of Included Functional Groups** A count of the number of functional groups included in a transmission.	M	N0	1/5
			Implementation Note: *Assigned by translation software.*			
Mandatory	IEA02	I12	**Interchange Control Number** This number uniquely identifies the interchange data to the sender. It is assigned by the sender. Together with the sender ID it uniquely identifies the interchange data to the receiver. It is suggested that the sender, receiver, and all third parties be able to maintain an audit trail of interchanges using this number.	M	N0	9/9
			Implementation Note: *Assigned by the translation software. This number must match the number that occurs in ISA13*			

3.3 EXAMPLE OF CONVENTION USE

EXAMPLE - REQUEST FOR QUOTATION TRANSACTION SET (840)

ASC X12 EDI FORMAT	DEFINITION
ST*840*RFQ0001 N/L	THIS IS AN 840 REQUEST FOR QUOTATION TRANSACTION SET WITH A CONTROL NUMBER OF RFQ0001.
BQT*00*N0001993Q3010*921031*106*921115 N/L	AN ORIGINAL RFQ NUMBER N0001993Q3010 DATED OCTOBER 31, 1992 WITH A REQUIRED RESPONSE DATE OF NOVEMBER 15, 1992.
REF*65*N0001993Q3010 N/L	THE UNIQUE TRACKING NUMBER FOR THIS TRANSACTION SET IS N0001993Q3010.
REF*RQ* N000192252055 N/L	THE REQUISITION NUMBER IS N000192252055.
PER*IC*MR. JAMES BOND*EM*TZQ977532 N/L	THE BUYING ACTIVITY POINT OF CONTACT AND HIS ELECTRONIC MAIL ADDRESS.
FOB*DF*DE****OR N/L	THE METHOD OF PAYMENT WILL BE DETERMINED BY THE TRADING PARTNERS. FOB POINT IS AT THE DESTINATION AND INSPECTION/ACCEPTANCE POINT IS AT ORIGIN.
DTM*002*930630 N/L	REQUIRED DELIVERY DATE IS JUNE 30, 1993.
PWK*MR*EL N/L	THE MATERIAL INSPECTION AND RECEIVING REPORT SHOULD BE SENT ELECTRONICALLY.
PO1*0001*4*ST***MG*B918273645 N/L	ITEM 0001 IS FOR 4 SETS OF MANUFACTURER'S PART NUMBER B918273645.
PID*F****AIRCRAFT BRAKES N/L	LINE ITEM 0001 IS AIRCRAFT BRAKES.
PWK*CP*WS*6 N/L	SIX COPIES OF A MATERIAL CERTIFICATION SHOULD ACCOMPANY THE SHIPMENT.
PKG*S*37*DD*P22*BUBBLE WRAP N/L	PACKAGING FOR LINE ITEM 0001 WILL CONSIST OF BUBBLE WRAP. CODE P22 FROM INDUSTRY PACKAGING CODES.
N1*ST**16*78256 N/L	SHIP TO ZIP CODE 78256.
PO1*0002*10*EA***FS*2610016782436 N/L	LINE ITEM 002 IS FOR 10 EACH OF NATIONAL STOCK NUMBER 2610016782436.

PID*F****TIRES, AIRCRAFT N/L	LINE ITEM 0002 IS AIRCRAFT TIRES.
MEA*CT*PO****10 N/L	A 10 PERCENT OVER QUANTITY VARIATION IS AUTHORIZED.
N1*ST**16*20001 N/L	SHIP TO ZIP CODE 20001.
CTT*2 N/L	THERE ARE 2 PO1 SEGMENTS IN THIS TRANSACTION SET.
SE*19*RFQ0001 N/L	THE TRANSACTION SET HAS 19 SEGMENTS AND THE CONTROL NUMBER IS RFQ0001.

NOTE: ALL NUMBERS ARE NOTIONAL AND USED FOR ILLUSTRATION PURPOSES ONLY.

3.4 DoD CONVENTION

840 Request for Quotation

This standard provides the format and establishes the data contents of a request for quotation transaction set. The request for quotation transaction set provides potential buyers with the ability to solicit price, delivery schedule, and other items from potential sellers of goods and services.

Table 1

PAGE #	POS. #	SEG. ID	NAME	REQ. DES.	MAX USE	LOOP REPEAT
4	010	ST	Transaction Set Header	M	1	
5	020	BQT	Beginning Segment for Request For Quotation	M	1	
6	030	NTE	Note/Special Instruction	F	100	
N/U	040	CUR	Currency	O	1	
7	050	REF	Reference Numbers	O	12	
8	060	PER	Administrative Communications Contact	O	3	
N/U	070	TAX	Sales Tax Reference	O	3	
9	080	FOB	F.O.B. Related Instructions	O	1	
N/U	090	CTP	Pricing Information	O	1	
N/U	100	SSS	Special Services	O	25	
11	110	CSH	Header Sale Condition	O	1	
N/U	120	ITA	Allowance, Charge or Service	O	10	
N/U	130	ITD	Terms of Sale/Deferred Terms of Sale	O	5	
N/U	140	DIS	Discount Detail	O	20	
12	150	DTM	Date/Time Reference	O	10	
14	160	LDT	Lead Time	O	12	
N/U	180	LIN	Item Identification	O	5	
N/U	190	PID	Product/Item Description	O	200	
N/U	200	MEA	Measurements	O	40	
15	210	PWK	Paperwork	O	25	
17	220	PKG	Marking, Packaging, Loading	O	200	
N/U	230	TD1	Carrier Details (Quantity and Weight)	O	2	
N/U	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
N/U	250	TD3	Carrier Details (Equipment)	O	12	
N/U	260	TD4	Carrier Details (Special Handling/Hazardous Materials)	O	5	
19	270	MAN	Marks and Numbers	O	10	
N/U	280	RRA	Required Response	O	25	
			LOOP ID - N9			1000
20	290	N9	Reference Number	O	1	
21	300	MSG	Message Text	O	1000	
			LOOP ID - N1			200
22	310	N1	Name	O	1	

23	320	N2	Additional Name Information	O	2	
24	330	N3	Address Information	O	2	
25	340	N4	Geographic Location	O	1	
N/U	350	REF	Reference Numbers	O	12	
N/U	360	PER	Administrative Communications Contact	O	3	
N/U	370	FOB	F.O.B. Related Instructions	O	1	
N/U	380	TD1	Carrier Details (Quantity and Weight)	O	2	
N/U	390	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
N/U	400	TD3	Carrier Details (Equipment)	O	12	
N/U	410	TD4	Carrier Details (Special Handling/Hazardous Materials)	O	5	
N/U	420	PKG	Marking, Packaging, Loading	O	200	
N/U	430	RRA	Required Response	O	25	

Table 2

PAGE #	POS. #	SEG. ID	NAME	REQ. DES.	MAX USE	LOOP REPEAT
			LOOP ID - PO1			100000
26	010	PO1	Purchase Order Baseline Item Data	M	1	
N/U	020	CUR	Currency	O	1	
N/U	030	PO3	Additional Item Detail	O	25	
N/U	040	CTP	Pricing Information	O	1	
N/U	049	MEA	Measurements	O	40	
			LOOP ID - PID			1000
29	050	PID	Product/Item Description	O	1	
30	060	MEA	Measurements	O	10	
32	070	PWK	Paperwork	O	25	
34	080	PKG	Marking, Packaging, Loading	O	200	
35	090	PO4	Item Physical Details	O	1	
37	100	REF	Reference Numbers	O	12	
N/U	110	PER	Administrative Communications Contact	O	3	
N/U	120	SSS	Special Services	O	25	
N/U	130	ITA	Allowance, Charge or Service	O	10	
N/U	140	IT8	Conditions of Sale	O	1	
N/U	150	ITD	Terms of Sale/Deferred Terms of Sale	O	2	
N/U	160	DIS	Discount Detail	O	20	
N/U	170	TAX	Sales Tax Reference	O	3	
38	180	FOB	F.O.B. Related Instructions	O	1	
N/U	190	SDQ	Destination Quantity	O	50	
40	200	DTM	Date/Time Reference	O	10	
42	210	LDT	Lead Time	O	12	
43	220	SCH	Line Item Schedule	O	104	
N/U	230	FST	Forecast Schedule	O	>1	

N/U	240	TD1	Carrier Details (Quantity and Weight)	O	1	
N/U	250	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
N/U	260	TD3	Carrier Details (Equipment)	O	12	
N/U	270	TD4	Carrier Details (Special Handling/Hazardous Materials)	O	5	
44	280	MAN	Marks and Numbers	O	10	
N/U	290	RRA	Required Response	O	25	
			LOOP ID - SLN			1000
N/U	300	SLN	Subline Item Detail	O	1	
N/U	310	PID	Product/Item Description	O	1000	
			LOOP ID - N9			1000
45	320	N9	Reference Number	O	1	
N/U	330	MSG	Message Text	O	1000	
			LOOP ID - N1			200
46	340	N1	Name	O	1	
47	350	N2	Additional Name Information	O	2	
48	360	N3	Address Information	O	2	
49	370	N4	Geographic Location	O	1	
N/U	380	REF	Reference Numbers	O	12	
N/U	390	PER	Administrative Communications Contact	O	3	
N/U	400	FOB	F.O.B. Related Instructions	O	1	
N/U	410	TD1	Carrier Details (Quantity and Weight)	O	2	
N/U	420	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
N/U	430	TD3	Carrier Details (Equipment)	O	12	
N/U	440	TD4	Carrier Details (Special Handling/Hazardous Materials)	O	5	
N/U	450	PKG	Marking, Packaging, Loading	O	200	
N/U	460	RRA	Required Response	O	25	

Table 3

PAGE #	POS. #	SEG. ID	NAME	REQ. DES.	MAX USE	LOOP REPEAT
50	010	CTT	Transaction Totals	M	1	
51	020	SE	Transaction Set Trailer	M	1	

Segment: **ST** **Transaction Set Header**

Level: Header

Loop: ____

Mandatory

Usage: Mandatory

Max Use: 1

Purpose: To indicate the start of a transaction set and to assign a control number

Comment: The transaction set identifier (ST01) is intended for use by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the invoice transaction set).

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	ST01	143	**Transaction Set Identifier Code** Code uniquely identifying a Transaction Set.	M	ID	3/3
		840	X12.7 Request for Quotation			
Mandatory	ST02	329	**Transaction Set Control Number** Identifying control number assigned by the originator for a transaction set.	M	AN	4/9

Segment: **BQT** **Beginning Segment for Request For Quotation**

Level: Header

Loop: ____

Mandatory **Usage:** Mandatory

Max Use: 1

Purpose: To indicate the beginning of a request for a quotation transaction set and to transmit identifying numbers and dates

Syntax: If BQT05 is present, then BQT04 is required.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	BQT01	353	**Transaction Set Purpose Code** Code identifying purpose of transaction set.	M	ID	2/2
			Implementation Note: *Use code 00 for all original transactions; code 01 when cancelling an electronic RFQ; code 02 when adding data to an RFQ; code 03 when deleting data from an RFQ; code 04 when changing data on an RFQ; code 07 when sending a duplicate RFQ.* **00** Original **01** Cancellation **02** Add **03** Delete **04** Change **07** Duplicate			
Mandatory	BQT02	586	**Request for Quote Reference Number** Number assigned by the purchaser to identify his request for quote.	M	AN	1/45
			Implementation Note: *SF 18 Block 1.*			
Mandatory	BQT03	652	**Request Quotation Control Date** Date to be used for reference purposes in an RFQ and a response to RFQ.	M	DT	6/6
			Implementation Note: *SF 18 Block 2.*			
Conditional	BQT04	374	**Date/Time Qualifier** Code specifying type of date or time, or both date and time.	C	ID	3/3
			Implementation Note: *Use code 106 for the date the quote is Required By.* **106** Required By			
Optional	BQT05	373	**Date** Date (YYMMDD).	O	DT	6/6
			Implementation Note: *The date the quote is required to be received. See SF18 Block 10.*			
Not Used	BQT06	92	**Purchase Order Type Code**	O	ID	2/2
Not Used	BQT07	960	**Request for Quote Type Code**	O	ID	2/2

Segment: **NTE** Note/Special Instruction

Level: Header

Loop: ____

Floating **Usage:** Floating

Max Use: 100

Purpose: To transmit information in a free-form format, if necessary, for comment or special instruction

Comment: The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the "NTE" segment should therefore be avoided, if at all possible, in an automated environment.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Optional	NTE01	363	**Note Reference Code** Code identifying the functional area or purpose for which the note applies.	O	ID	3/3
		GEN	Entire Transaction Set			
Mandatory	NTE02	3	**Free Form Message** Free-form text.	M	AN	1/60

Segment: **REF** **Reference Numbers**

Level: Header

Loop: ____

Required

Usage: Optional

Max Use: 12

Purpose: To specify identifying numbers.

Syntax: Either REF02 or REF03 is required.

Implementation Note:
One iteration of REF01/02 is required in order to carry the Unique Tracking Number (UTN) for the transaction set.

Data Element Summary

REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory **REF01**	128	**Reference Number Qualifier** Code qualifying the Reference Number.	**M**	**ID**	**2/2**

Implementation Note:
Use code IL for the purchase request number, see Block 3 of SF 18; use code RQ for the requisition (MILSTRIP document) number, see Block 3 of SF 18; use code DF for a DFARS cite; use code FA for a FAR cite; use code TC for procedures, terms, and conditions different from the EC procedures, terms, and conditions provided to all participating vendors; use code 65 for unique tracking number; use code ZZ for master solicitation cite. Code DS Block 4 of SF 18, is not used in GATEC project.

65 Total Order Cycle Number
DF Defense Federal Acquisition Regulations (DFAR)
DS Defense Priorities Allocation System (DPAS) Priority Rating
FA Federal Acquisition Regulations (FAR)
IL Internal Order Number
RQ Purchase Requisition No.
TC Vendor Terms
ZZ Mutually Defined

Conditional **REF02**	127	**Reference Number** Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	**C**	**AN**	**1/30**
Conditional **REF03**	352	**Description** A free-form description to clarify the related data elements and their content.	**C**	**AN**	**1/80**

Implementation Note:
When REF01 is code TC, use REF03 to describe the source of the number carried in REF02.

Segment: **PER** **Administrative Communications Contact**

Level: Header

Loop: ____

Optional **Usage:** Optional

Max Use: 3

Purpose: To identify a person or office to whom administrative communications should be directed

Syntax: If PER03 is present, then PER04 is required.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	**PER01**	**366**	**Contact Function Code** Code identifying the major duty or responsibility of the person or group named.	**M**	**ID**	**2/2**
			Implementation Note: *SF 18 Block 5b.*			
			IC Information Contact			
Optional	**PER02**	**93**	**Name** Free-form name.	**O**	**AN**	**1/35**
Optional	**PER03**	**365**	**Communication Number Qualifier** Code identifying the type of communication number.	**O**	**ID**	**2/2**
			Implementation Note: *Use any code, although code EM is preferred.*			
			EM Electronic Mail			
			FX Facsimile			
			TE Telephone			
Conditional	**PER04**	**364**	**Communication Number** Complete communications number including country or area code when applicable.	**C**	**AN**	**7/21**
			Implementation Note: *If the communications number is greater than 21 characters, repeat the PER segment to provide the remaining characters.*			

Segment: **FOB** F.O.B. Related Instructions

Level: Header

Loop: ____

Optional

Usage: Optional

Max Use: 1

Purpose: To specify transportation instructions relating to shipment

Syntax: ***1.*** If FOB03 is present, then FOB02 is required.

2. If FOB04 is present, then FOB05 is required.

3. If FOB07 is present, then FOB06 is required.

4. If FOB08 is present, then FOB09 is required.

Comments: ***1.*** FOB01 indicates which party will pay the carrier.

2. FOB02 is the code specifying transportation responsibility location.

3. FOB06 is the code specifying title passage location.

4. FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	**FOB01**	**146**	**Shipment Method of Payment** Code identifying payment terms for transportation charges.	**M**	**ID**	**2/2**
			Implementation Note: *SF 18 Block 7.*			
			DF Defined by Buyer and Seller			
Conditional	**FOB02**	**309**	**Location Qualifier** Code identifying type of location.	**C**	**ID**	**1/2**
			Implementation Note: *Use code ZZ to qualify an "other" FOB point.*			
			DE Destination (Shipping)			
			OR Origin (Shipping Point)			
			ZZ Mutually Defined			
Optional	**FOB03**	**352**	**Description** A free-form description to clarify the related data elements and their content.	**O**	**AN**	**1/80**
			Implementation Note: *When FOB02 is code ZZ, use FOB03 to describe the "other" location.*			
Not Used	**FOB04**	**334**	**Transportation Terms Qualifier Code**	**O**	**ID**	**2/2**
Not Used	**FOB05**	**335**	**Transportation Terms Code**	**C**	**ID**	**3/3**
Conditional	**FOB06**	**309**	**Location Qualifier** Code identifying type of location.	**C**	**ID**	**1/2**

Implementation Notes:

1. Inspection/acceptance point will be the same unless specified in FOB07.

2. Use code ZZ when the inspection and acceptance points will not be the same.

DE Destination (Shipping)
OR Origin (Shipping Point)
ZZ Mutually Defined

Optional	**FOB07**	**352**	**Description** A free-form description to clarify the related data elements and their content.	**O**	**AN**	**1/80**

Implementation Note:

If FOB06 is code ZZ, identify the location of the inspection and acceptance points.

Not Used	**FOB08**	**54**	**Risk of Loss Qualifier**	**O**	**ID**	**2/2**
Not Used	**FOB09**	**352**	**Description**	**C**	**AN**	**1/80**

Segment: **CSH** **Header Sale Condition**

Level: Header

Loop: ____

Optional

Usage: Optional

Max Use: 1

Purpose: To specify general conditions or requirements of the sale

Syntax: ***1.*** If CSH02 is present, then CSH03 is required.

2. If CSH06 is present, then CSH07 is required.

Comment: CSH04 is the account number to which the purchase amount is to be charged.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Optional	**CSH01**	**563**	**Sales Requirement Code** Code to identify a specific requirement or agreement of sale ***Implementation Note:*** *Use code Z to indicate a small purchase, small business set-aside.* **Z** Mutually Defined	**O**	**ID**	**1/1**
Not Used	**CSH02**	**564**	**Do-Not-Exceed Action Code**	**O**	**ID**	**1/1**
Not Used	**CSH03**	**565**	**Do-Not-Exceed Amount**	**C**	**N2**	**2/9**
Not Used	**CSH04**	**508**	**Account Number**	**O**	**AN**	**1/35**
Not Used	**CSH05**	**596**	**Required Invoice Date**	**O**	**DT**	**6/6**
Not Used	**CSH06**	**559**	**Association Qualifier Code**	**O**	**ID**	**2/2**
Not Used	**CSH07**	**560**	**Special Services Code**	**C**	**ID**	**2/10**

Segment: **DTM** **Date/Time Reference**

Level: Header

Loop: ____

Optional

Usage: Optional

Max Use: 10

Purpose: To specify pertinent dates and times

Syntax: At least one of DTM02 or DTM03 must be present.

Implementation Note:
Required delivery date will be provided in the segment as an actual date or in the LDT segment as a set number of calendar days after receipt of order. If the latter is used, omit the segment.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	DTM01	374	**Date/Time Qualifier** Code specifying type of date or time, or both date and time.	M	ID	3/3

Implementation Notes:
1. Use code 002 when the date in DTM02 is the "deliver by" date, and applies to the whole order unless the delivery date is defined in segment LDT.

2. If the delivery date applies to the line item level, it will be specified in the DTM or SCH segment in Table 2, unless the delivery is defined in the LDT segment in Table 2.

3. Code 002 applies to SF 18 Block 6.

002 Delivery Requested

Conditional	DTM02	373	**Date** Date (YYMMDD).	C	DT	6/6
Conditional	DTM03	337	**Time** Time expressed in 24-hour clock time (HHMM, time range: 0000 though 2359).	C	TM	4/4
Optional	DTM04	623	**Time Code** Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time. Since + is a restricted character, + and - are substituted by P and M in the codes that follow.	O	ID	2/2

Implementation Note:
If DTM03 is used, DTM04 is REQUIRED.

CD Central Daylight Time
CS Central Standard Time
CT Central Time
ED Eastern Daylight Time
ES Eastern Standard Time
ET Eastern Time
GM Greenwich Mean Time
LT Local Time
MD Mountain Daylight Time
MS Mountain Standard Time

MT Mountain Time
PD Pacific Daylight Time
PS Pacific Standard Time
PT Pacific Time

Segment: **LDT** Lead Time

Level: Header

Loop: ____

Optional

Usage: Optional

Max Use: 12

Purpose: To specify lead time for availability of products and services.

Comment: LDT04 is the effective date of lead time information.

Implementation Note:
Required delivery date will be provided in this segment as a set number of calendar days after receipt of order, or in the DTM segment as an actual date. If the DTM segment is used, omit this segment.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	LDT01	345	**Lead Time Code** Code indicating the time range.	M	ID	2/2
		AF	From date of PO receipt to delivery.			
Mandatory	LDT02	380	**Quantity** Numeric value of quantity.	M	R	1/10
Mandatory	LDT03	344	**Unit of Time Period Code** Code indicating the time period.	M	ID	2/2
		DA	Calendar Days			
Not Used	LDT04	373	**Date**	O	DT	6/6

Segment: **PWK** Paperwork

Level: Header

Loop: ____

Optional

Usage: Optional

Max Use: 25

Purpose: To specify the type and transmission of paperwork relating to a product, order or report.

Syntax: If either PWK05 or PWK06 is present, then the other is required.

Comments: *1.* PWK05 and PWK06 may be used to identify the addressee by a code number.

2. PWK07 may be used to indicate special information to be shown on the specified report.

3. PWK08 may be used to indicate action pertaining to a report.

Implementation Notes:

1. Use this segment to indicate which paperwork must be considered in preparing the response to the RFQ and how we would like to receive that "paperwork."

2. Use this segment if the information applies to the entire order. Use the PKG segment at the detail level when the information applies to the line item level.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	PWK01	755	**Report Type Code** Code indicating the title and/or contents of a document or report.	M	ID	2/2

Implementation Note:

Use when additional information will have to accompany the shipment, follow under separate cover, be provided electronically, or provided in the response to the RFQ transaction set.

CP Certificate of Compliance (Material Certification)
MR Material Inspection and Receiving Report
MS Material Safety Data Sheet
PD Proof of Delivery
SN Shipping Notice

Mandatory	PWK02	756	**Report Transmission Code** Code defining timing and transmission method by which reports are to be sent.	M	ID	2/2

Implementation Note:

While any code can be used, code EL is preferred when response can be made electronically, using one of the transaction sets specifically designed for the purpose, and made a part of the RFQ system. All paperwork can be satisfied by forwarding the data by mail, when code BM is used.

BM By Mail
EL Electronically Only
WS With Shipment (With Package)

Optional	PWK03	757	**Report Copies Needed** The number of copies of a report that should be sent to the addressee.	O	N0	1/2

Not Used	PWK04	98	Entity Identifier Code	O	ID	2/2
Not Used	PWK05	66	Identification Code Qualifier	C	ID	1/2
Not Used	PWK06	67	Identification Code	C	ID	2/17
Optional	PWK07	352	Description A free-form description to clarify the related data elements and their content.	O	AN	1/80
Not Used	PWK08	704	Paperwork/Report Action Code	O	ID	1/2

Segment: **PKG** **Marking, Packaging, Loading**

Level: Header

Loop: ____

Optional

Usage: Optional

Max Use: 200

Purpose: To describe marking, packaging, loading and unloading requirements.

Syntax: *1.* If PKG04 is present, then PKG03 is required.

2. At least one of PKG04 or PKG05 must be present.

Comments: *1.* Use MEA (Measurements) segment to define dimensions, tolerances weights, counts, physical restrictions, etc.

2. When PKG01 is "F", PKG04 is not used.

3. PKG01 relates only to PKG04 and PKG05.

4. Use PKG03 to indicate the organization that publishes the code list being referred to.

5. PKG04 should be used for industry-specific packaging description codes.

6. Special marking or tagging data can be given in PKG05 (Description).

Implementation Notes:

1. A table might be required to convert DoD to ASC X12 packaging codes.

2. Use this segment if the information applies to the entire order. Use the PKG segment at the detail level when the information applies to the line item level.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	PKG01	349	**Item Description Type** Code indicating the format of a description. **F** Free-form **S** Structured (From Industry Code List)	M	ID	1/1
Optional	PKG02	753	**Packaging Characteristic Code** Code specifying the marking, packaging, loading and related characteristics being described.	O	ID	1/5
			Implementation Notes: *1. Use any code.* *2. Use code 35 for Unitizing; code 36 for Pack/Preservation; and code 37 for Packing.*			
Conditional	PKG03	559	**Association Qualifier Code** Code identifying the association assigning the code values. **DD** Department of Defense	C	ID	2/2
Conditional	PKG04	754	**Packaging Description Code** A code from an industry code list which provides specific data about the marking, packaging or loading and unloading of a product.	C	ID	1/7

Conditional	PKG05	352	Description A free-form description to clarify the related data elements and their content.	C	AN	1/80	

Segment: **MAN** **Marks and Numbers**

Level: Header

Loop: ____

Optional

Usage: Optional

Max Use: 10

Purpose: To indicate identifying marks and numbers for shipping containers

Implementation Note:
Use this segment if the information applies to the entire order. Use the MAN segment at the detail level when the information applies to the line item level.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	MAN01	88	**Marks and Numbers Qualifier** Code specifying the application or source of Marks and Numbers (87). **S** Entire Shipment	M	ID	1/2
Mandatory	MAN02	87	**Marks and Numbers** Marks and numbers used to identify a shipment or parts of a shipment.	M	AN	1/45

Implementation Notes:
1. Use to carry additional mark for data that cannot be carried in the N1 - N4 segments.

2. SF 18 Block 9.

Segment: **N9** **Reference Number**

Level: Header

Loop: N9 **Repeat:** 1000

Optional

Usage: Optional

Max Use: 1

Purpose: To transmit identifying numbers and descriptive information as specified by the reference number qualifier

Syntax: At least one of N902 or N903 must be present.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	N901	128	**Reference Number Qualifier** Code qualifying the Reference Number.	M	ID	2/2
Conditional	N902	127	**Reference Number** Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	C	AN	1/30
Conditional	N903	369	**Free-form Description** Free-form descriptive text.	C	AN	1/45
Not Used	N904	373	Date	O	DT	6/6
Not Used	N905	337	Time	O	TM	4/4

Implementation Notes:

1. When N901 is code CJ, carry the clause number in N902.

2. If the clause source is other than the FAR, indicate the source in N903.

3. Use code ZZ for representations and certifications. If code ZZ is used, insert the number of the certification or representation required to be made in any quote in response to this RFQ. Explanations can be carried in N903.

CJ Clause Number

ZZ Mutually Defined

Segment: **MSG** **Message Text**

Level: Header

Loop: N9

Optional

Usage: Optional

Max Use: 1000

Purpose: To provide a free form format that would allow the transmission of text information.

Comment: MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	MSG01	933	***Free-Form Message Text*** Free-form message text.	M	AN	1/264
Not Used	MSG02	934	***Printer Carriage Control Code***	O	ID	2/2

Segment: **N1** **Name**

Level: Header

Loop: N1 **Repeat:** 200

Optional

Usage: Optional

Max Use: 1

Purpose: To identify a party by type of organization, name and code

Syntax: ***1.*** At least one of N102 or N103 must be present.

2. If either N103 or N104 is present, then the other is required.

Comment: This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

Implementation Note:
Addresses are typically defined using N101, N103, and N104. N102 and N2 - N4 should be used when the ship to addressee cannot be described with a zip code.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	N101	98	**Entity Identifier Code** Code identifying an organizational entity or a physical location.	M	ID	2/2
			Implementation Note: *SF 18 Block 9.*			
		ST	Ship To			
Conditional	N102	93	**Name** Free-form name.	C	AN	1/35
Conditional	N103	66	**Identification Code Qualifier** Code designating the system/method of code structure used for Identification Code (67).	C	ID	1/2
		16	ZIP Code			
Conditional	N104	67	**Identification Code** Code identifying a party.	C	ID	2/17

Segment: **N2** **Additional Name Information**

Level: Header

Loop: N1

Optional

Usage: Optional

Max Use: 2

Purpose: To specify additional names or those longer than 35 characters in length

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	N201	93	Name Free-form name.	M	AN	1/35
Optional	N202	93	Name Free-form name.	O	AN	1/35

Segment: **N3** **Address Information**

Level: Header

Loop: N1

Optional

Usage: Optional

Max Use: 2

Purpose: To specify the location of the named party

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	N301	166	**Address Information** Address information	M	AN	1/35
Optional	N302	166	**Address Information** Address information	O	AN	1/35

Segment: **N4** **Geographic Location**

Level: Header

Loop: N1

Optional

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

Syntax: ***1.*** At least one of N401 or N405 must be present.

2. If N401 is present, then N402 is required.

3. If either N405 or N406 is present, then the other is required.

Comments: ***1.*** A combination of either N401 through N404 (or N405 and N406) may be adequate to specify a location.

2. N402 is required only if city name (N401) is in the USA or Canada.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Conditional	N401	19	**City Name** Free-form text for city name.	C	AN	2/19
Conditional	N402	156	**State or Province Code** Code (Standard State/Province) defined by appropriate governmental agencies.	C	ID	2/2
Optional	N403	116	**Postal Code** Code defining international postal zone code excluding punctuation and blanks (zip code for United States).	O	ID	4/9
			Implementation Note: *Use only when the "ship to" address has no zip code but may have another type of postal code (e.g., in a foreign country).*			
Optional	N404	26	**Country Code** Code identifying the country.	O	ID	2/2
			Implementation Note: *A translation table will be required to convert those standard codes used by the DoD, as contained in DoD Manual 5000.12-M, to those used in the X12 Standards.*			
Not Used	N405	309	**Location Qualifier**	O	ID	1/2
Not Used	N406	310	**Location Identifier**	C	AN	1/25

Segment: **PO1** **Purchase Order Baseline Item Data**

Level: Detail

Loop: PO1 **Repeat:** 100000

Mandatory

Usage: Mandatory

Max Use: 1

Purpose: To specify basic and most frequently used purchase order line item data

Syntax:
1. If PO105 is present, then PO104 is required.
2. If PO106 is present, then PO107 is required.
3. If PO108 is present, then PO109 is required.
4. If PO110 is present, then PO111 is required.
5. If PO112 is present, then PO113 is required.
6. If PO114 is present, then PO115 is required.
7. If PO116 is present, then PO117 is required.
8. If PO118 is present, then PO119 is required.
9. If PO120 is present, then PO121 is required.
10. If PO122 is present, then PO123 is required.
11. If PO124 is present, then PO125 is required.

Comments:
1. See the Data Dictionary for a complete list of ID's.
2. PO101 is the line item identification
3. PO106 through PO125 provide for ten (10) different product/service ID's per each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Optional	PO101	350	**Assigned Identification** Alphanumeric characters assigned for differentiation within a transaction set.	O	AN	1/6
			Implementation Note: *The line item number as assigned by the buying activity. SF 18 Block 12a.*			
Mandatory	PO102	330	**Quantity Ordered** Quantity ordered.	M	R	1/9
			Implementation Note: *SF 18 Block 12c.*			
Mandatory	PO103	355	**Unit of Measurement Code** Code identifying the basic unit of measurement.	M	ID	2/2
			Implementation Note: *DoD uses DoD Manual 5000.12-M for unit of measurement codes Translation of some codes may be required. See SF 18 Block 12d.*			
Not Used	PO104	212	**Unit Price**	C	R	1/14

Not Used	PO105	639	**Basis of Unit Price Code**	O	ID	2/2
Optional	PO106	235	**Product/Service ID Qualifier** Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2

Implementation Notes:
1. SF 18 Block 12b.

2. Any code may be used in DE 235; those listed here are the ones most commonly expected.

3. When PO106/07 and subsequent pairs are used the first qualifier in PO106 will always contain code FT, the Federal Supply Classification and the second qualifier in PO108 will always contain the code SI.

FS National Stock Number
FT Federal Stock Classification
MF Manufacturer
MG Manufacturer's Part Number
SI Standard Industrial Classification Code
SV Service Rendered
SW Stock Number

Conditional	PO107	234	**Product/Service ID** Identifying number for a product or service.	C	AN	1/30
Optional	PO108	235	**Product/Service ID Qualifier** Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2

Implementation Note:
PO108 through PO125 will be used as required, to carry additional information regarding the product or service being described in the particular iteration of the PO1 loop.

Conditional	PO109	234	**Product/Service ID** Identifying number for a product or service.	C	AN	1/30
Optional	PO110	235	**Product/Service ID Qualifier** Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
Conditional	PO111	234	**Product/Service ID** Identifying number for a product or service.	C	AN	1/30
Optional	PO112	235	**Product/Service ID Qualifier** Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
Conditional	PO113	234	**Product/Service ID** Identifying number for a product or service.	C	AN	1/30
Optional	PO114	235	**Product/Service ID Qualifier** Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
Conditional	PO115	234	**Product/Service ID** Identifying number for a product or service.	C	AN	1/30
Optional	PO116	235	**Product/Service ID Qualifier**	O	ID	2/2

			Code identifying the type/source of the descriptive number used in Product/Service ID (234).				
Conditional	PO117	234	**Product/Service ID** Identifying number for a product or service.	C	AN	1/30
Optional	PO118	235	**Product/Service ID Qualifier** Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
Conditional	PO119	234	**Product/Service ID** Identifying number for a product or service.	C	AN	1/30
Optional	PO120	235	**Product/Service ID Qualifier** Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
Conditional	PO121	234	**Product/Service ID** Identifying number for a product or service.	C	AN	1/30
Optional	PO122	235	**Product/Service ID Qualifier** Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
Conditional	PO123	234	**Product/Service ID** Identifying number for a product or service.	C	AN	1/30
Optional	PO124	235	**Product/Service ID Qualifier** Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
Conditional	PO125	234	**Product/Service ID** Identifying number for a product or service.	C	AN	1/30

Segment: **PID** **Product/Item Description**

Level: Detail

Loop: PID **Repeat:** 1000

Optional

Usage: Optional

Max Use: 1

Purpose: To describe a product or process in coded or free-form format

Syntax: ***1.*** If PID04 is present, then PID03 is required.

2. At least one of PID04 or PID05 must be present.

Comments: ***1.*** When PID01 is "F", PID04 is not used.

2. Use PID03 to indicate the organization that publishes the code list being referred to.

3. PID04 should be used for industry-specific product description codes.

4. Use PID06 when necessary to refer to the product surface or layer being described in the segment.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	PID01	349	**Item Description Type** *Code indicating the format of a description.*	M	ID	1/1
		F	Free-form			
Not Used	PID02	750	**Product/Process Characteristic Code**	O	ID	2/3
Not Used	PID03	559	**Association Qualifier Code**	C	ID	2/2
Not Used	PID04	751	**Product Description Code**	C	ID	1/12
Conditional	PID05	352	**Description** A free-form description to clarify the related data elements and their content.	C	AN	1/80

Implementation Notes:

1. PID05 can carry an additional free-form description of the commodity or contracted services if necessary. It may also be used for an explanation of a contract condition, in lieu of using the NTE segment.

2. SF 18 Block 12b

Not Used	PID06	752	**Surface/Layer/Position Code**	O	ID	2/2

Segment: **MEA** **Measurements**

Level: Detail

Loop: PID

Optional

Usage: Optional

Max Use: 10

Purpose: To specify physical measurements, including dimensions, tolerances, weights and counts.

Syntax: ***1.*** Either MEA03 or MEA05 or MEA06 or MEA08 is required.

2. If either MEA03, MEA05 or MEA06 is used, MEA04 is required.

3. If MEA07 is used MEA03 is required.

4. Either MEA08 or MEA03 may be used, but not both.

Comment: When citing dimensional tolerances, any measurement requiring a sign (+ or -), or any measurement where a positive (+) value cannot be assumed use MEA05 as the negative (-) value and MEA06 as the positive (+) value.

Implementation Notes:

1. This segment can be used any time a measurement needs to be described for an item in the RFQ.

2. It is also used to describe any variation in quantity applicable at the line item level.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Optional	**MEA01**	**737**	**Measurement Reference ID Code** Code specifying the application of physical measurement cited.	**O**	**ID**	**2/2**
			Implementation Notes: *1. SF 18 Block 12b.* *2. Use code CT for variation in quantity; use any applicable code for describing other measurements.*			
			CT Counts			
Optional	**MEA02**	**738**	**Measurement Qualifier** Code identifying the type of measurement.	**O**	**ID**	**1/3**
			Implementation Note: *Use code PO for variation in quantity; other codes as applicable.*			
			PO Percent of Order			
Conditional	**MEA03**	**739**	**Measurement Value** The value of the measurement.	**C**	**R**	**1/10**
Conditional	**MEA04**	**355**	**Unit of Measurement Code** Code identifying the basic unit of measurement.	**C**	**ID**	**2/2**
			Implementation Note: *Use code P1 for variation in quantity; other codes as applicable.*			
			P1 Percent			
Conditional	**MEA05**	**740**	**Range Minimum**	**C**	**R**	**1/10**

The value specifying the minimum of the measurement range.

Implementation Note:
Variation in quantity under.

Conditional	**MEA06**	**741**	**Range Maximum** The value specifying the maximum of the measurement range.	**C**	**R**	**1/10**

Implementation Note:
Variation in quantity over.

Not Used	**MEA07**	**935**	**Measurement Significance Code**	**O**	**ID**	**2/2**
Not Used	**MEA08**	**936**	**Measurement Attribute Code**	**C**	**ID**	**2/2**
Not Used	**MEA09**	**752**	**Surface/Layer/Position Code**	**O**	**ID**	**2/2**

Segment: **PWK** **Paperwork**

Level: Detail

Loop: PO1

Optional

Usage: Optional

Max Use: 25

Purpose: To specify the type and transmission of paperwork relating to a product, order or report.

Syntax: If either PWK05 or PWK06 is present, then the other is required.

Comments: *1.* PWK05 and PWK06 may be used to identify the addressee by a code number.

2. PWK07 may be used to indicate special information to be shown on the specified report.

3. PWK08 may be used to indicate action pertaining to a report.

Implementation Notes:

1. Use this segment to indicate which paperwork must be considered in preparing the response to the RFQ and how we would like to receive that "paperwork."

2. SF 18, Block 12b.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	PWK01	755	**Report Type Code** Code indicating the title and/or contents of a document or report.	M	ID	2/2

Implementation Note:

Use when additional information will have to accompany the shipment, will have to follow under separate cover, be provided electronically, or provided in the response to the RFQ transaction set, and the information is applicable to the line item level.

CP Certificate of Compliance (Material Certification)
MR Material Inspection and Receiving Report
MS Material Safety Data Sheet
PD Proof of Delivery
SN Shipping Notice

Mandatory	PWK02	756	**Report Transmission Code** Code defining timing and transmission method by which reports are to be sent.	M	ID	2/2

Implementation Note:

While any code can be used, code EL is preferred when response can be made electronically, using one of the transaction sets specifically designed for the purpose, and made a part of the RFQ system. All paperwork can be satisfied by forwarding the data by mail, when code BM is used.

BM By Mail
EL Electronically Only
WS With Shipment (With Package)

Optional	PWK03	757	**Report Copies Needed** The number of copies of a report that should be sent to the addressee.	O	N0	1/2

Not Used	PWK04	98	Entity Identifier Code	O	ID	2/2
Not Used	PWK05	66	Identification Code Qualifier	C	ID	1/2
Not Used	PWK06	67	Identification Code	C	ID	2/17
Optional	PWK07	352	Description A free-form description to clarify the related data elements and their content.	O	AN	1/80
Not Used	PWK08	704	Paperwork/Report Action Code	O	ID	1/2

Segment: **PKG** **Marking, Packaging, Loading**

Level: Detail

Loop: PO1

Optional

Usage: Optional

Max Use: 200

Purpose: To describe marking, packaging, loading and unloading requirements.

Syntax: ***1.*** If PKG04 is present, then PKG03 is required.

2. At least one of PKG04 or PKG05 must be present.

Comments: ***1.*** Use MEA (Measurements) segment to define dimensions, tolerances weights, counts, physical restrictions, etc.

2. When PKG01 is "F", PKG04 is not used.

3. PKG01 relates only to PKG04 and PKG05.

4. Use PKG03 to indicate the organization that publishes the code list being referred to.

5. PKG04 should be used for industry-specific packaging description codes.

6. Special marking or tagging data can be given in PKG05 (Description).

Implementation Note:
A table might be required to convert DoD to ASC X12 packaging codes.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	**PKG01**	**349**	**Item Description Type** Code indicating the format of a description. **F** Free-form **S** Structured (From Industry Code List)	**M**	**ID**	**1/1**
Optional	**PKG02**	**753**	**Packaging Characteristic Code** Code specifying the marking, packaging, loading and related characteristics being described.	**O**	**ID**	**1/5**
			Implementation Notes: *1. Use any code.* *2. Use code 35 for Unitizing; code 36 for Pack/Preservation; and code 37 for Packing.*			
Conditional	**PKG03**	**559**	**Association Qualifier Code** Code identifying the association assigning the code values. **DD** Department of Defense	**C**	**ID**	**2/2**
Conditional	**PKG04**	**754**	**Packaging Description Code** A code from an industry code list which provides specific data about the marking, packaging or loading and unloading of a product.	**C**	**ID**	**1/7**
Conditional	**PKG05**	**352**	**Description** A free-form description to clarify the related data elements and their content.	**C**	**AN**	**1/80**

Segment: **PO4** **Item Physical Details**

Level: Detail

Loop: PO1

Optional **Usage:** Optional

Max Use: 1

Purpose: To specify the physical qualities, packaging, weights and dimensions relating to the item.

Syntax: ***1.*** If PO402 is present, then PO403 is required.

2. If PO405 is present, then at least one of PO406 or PO407 is required.

3. If PO408 is present, then PO409 is required.

4. If PO413 is present, then at least one of PO410, PO411 or PO412 is required.

Comments: ***1.*** PO403 - The "Unit of Measure Code" (Element #355) in this segment position is for purposes of defining the pack (PO401) /size (PO402) measure which indicates the quantity in the inner pack unit. Example: If the carton contains 24 12-Ounce packages, it would be described as follows: Element 356 = 24; Element 357 = 12; Element 355 = OZ.

2. PO410 defines the unit of measure for PO408, PO409, and PO410.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Optional	PO401	356	**Pack** Number of inner pack units per outer pack unit.	O	N0	1/6
			Implementation Note: *SF 18 Block 12b.*			
Optional	PO402	357	**Size** Size of supplier units in pack.	O	R	1/8
Conditional	PO403	355	**Unit of Measurement Code** Code identifying the basic unit of measurement.	C	ID	2/2
Optional	PO404	103	**Packaging Code** Code identifying the type of packaging. Part 1. Packaging form. Part 2. Packaging Material.	O	ID	5/5
			Implementation Note: *These codes are X12 codes. A translation table will be required to convert them to DoD codes, to the extent that the DoD codes differ from the X12 codes.*			
Optional	PO405	187	**Weight Qualifier** Code defining the type of weight.	O	ID	1/2
Conditional	PO406	384	**Gross Weight per Pack** Numeric value of gross weight per pack.	C	R	1/9
Conditional	PO407	355	**Unit of Measurement Code**	C	ID	2/2

			Code identifying the basic unit of measurement.			
Optional	PO408	385	**Gross Volume per Pack** Numeric value of gross volume per pack.	O	R	1/9
Conditional	PO409	355	**Unit of Measurement Code** Code identifying the basic unit of measurement.	C	ID	2/2
Optional	PO410	82	**Length** Largest horizontal dimension of an object measured when the object is in the upright position.	O	R	1/8
Optional	PO411	189	**Width** Shorter measurement of the two horizontal dimensions measured with the object in the upright position.	O	R	1/8
Optional	PO412	65	**Height** Vertical dimension of an object measured when the object is in the upright position.	O	R	1/8
Conditional	PO413	355	**Unit of Measurement Code** Code identifying the basic unit of measurement.	C	ID	2/2

Segment: **REF** **Reference Numbers**

Level: Detail

Loop: PO1

Optional

Usage: Optional

Max Use: 12

Purpose: To specify identifying numbers.

Syntax: Either REF02 or REF03 is required.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	REF01	128	**Reference Number Qualifier** Code qualifying the Reference Number.	M	ID	2/2
			Implementation Notes: *1. SF 18 Block 12b.* *2. Use any qualifier that identifies the item being described in the RFQ.*			
Conditional	REF02	127	**Reference Number** Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	C	AN	1/30
Conditional	REF03	352	**Description** A free-form description to clarify the related data elements and their content.	C	AN	1/80

Segment: **FOB** F.O.B. Related Instructions

Level: Detail

Loop: PO1

Optional

Usage: Optional

Max Use: 1

Purpose: To specify transportation instructions relating to shipment

Syntax: ***1.*** If FOB03 is present, then FOB02 is required.

2. If FOB04 is present, then FOB05 is required.

3. If FOB07 is present, then FOB06 is required.

4. If FOB08 is present, then FOB09 is required.

Comments: ***1.*** FOB01 indicates which party will pay the carrier.

2. FOB02 is the code specifying transportation responsibility location.

3. FOB06 is the code specifying title passage location.

4. FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Implementation Note:
Use FOB segment here when FOB, inspection and/or acceptance applies at the line item level.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	**FOB01**	**146**	**Shipment Method of Payment** Code identifying payment terms for transportation charges.	**M**	**ID**	**2/2**
		DF	Defined by Buyer and Seller			
Conditional	**FOB02**	**309**	**Location Qualifier** Code identifying type of location.	**C**	**ID**	**1/2**
			Implementation Note: *Use code ZZ to qualify an "other" FOB point.*			
		DE	Destination (Shipping)			
		OR	Origin (Shipping Point)			
		ZZ	Mutually Defined			
Optional	**FOB03**	**352**	**Description** A free-form description to clarify the related data elements and their content.	**O**	**AN**	**1/80**
			Implementation Note: *When FOB02 is code ZZ, use FOB03 to describe the "other" location.*			
Not Used	**FOB04**	**334**	**Transportation Terms Qualifier Code**	**O**	**ID**	**2/2**
Not Used	**FOB05**	**335**	**Transportation Terms Code**	**C**	**ID**	**3/3**
Conditional	**FOB06**	**309**	**Location Qualifier** Code identifying type of location.	**C**	**ID**	**1/2**

Implementation Notes:

1. Inspection/acceptance point will be the same unless specified in FOB07.

2. Use code ZZ when the inspection and acceptance points will not be the same.

DE Destination (Shipping)
OR Origin (Shipping Point)
ZZ Mutually Defined

Optional	**FOB07**	**352**	**Description** A free-form description to clarify the related data elements and their content.	**O**	**AN**	**1/80**

Implementation Note:

If FOB06 is code ZZ, identify the location of the inspection and acceptance points.

Not Used	**FOB08**	**54**	**Risk of Loss Qualifier**	**O**	**ID**	**2/2**
Not Used	**FOB09**	**352**	**Description**	**C**	**AN**	**1/80**

Segment: **DTM** Date/Time Reference

Level: Detail

Loop: PO1

Optional

Usage: Optional

Max Use: 10

Purpose: To specify pertinent dates and times

Syntax: At least one of DTM02 or DTM03 must be present.

Implementation Note:
Required delivery date will be provided in this segment as an actual date or in the LDT segment as a set number of calendar days after receipt of order. If the latter is used, omit the segment.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	DTM01	374	**Date/Time Qualifier** Code specifying type of date or time, or both date and time.	M	ID	3/3

Implementation Note:
Use code 002 for the required delivery date (unless delivery date is defined in segment LDT) and when the delivery applies to the entire line item. Use the SCH segment when deliveries will differ by quantity or date.

002 Delivery Requested

Conditional	DTM02	373	**Date** Date (YYMMDD).	C	DT	6/6
Conditional	DTM03	337	**Time** Time expressed in 24-hour clock time (HHMM, time range: 0000 though 2359).	C	TM	4/4
Optional	DTM04	623	**Time Code** Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time. Since + is a restricted character, + and - are substituted by P and M in the codes that follow.	O	ID	2/2

Implementation Note:
If DTM03 is used, DTM04 is REQUIRED.

CD Central Daylight Time
CS Central Standard Time
CT Central Time
ED Eastern Daylight Time
ES Eastern Standard Time
ET Eastern Time
GM Greenwich Mean Time
LT Local Time
MD Mountain Daylight Time
MS Mountain Standard Time
MT Mountain Time
PD Pacific Daylight Time
PS Pacific Standard Time

PT Pacific Time

Optional

Segment: **LDT** Lead Time
Level: Detail
Loop: PO1
Usage: Optional
Max Use: 12
Purpose: To specify lead time for availability of products and services.
Comment: LDT04 is the effective date of lead time information.

Implementation Note:
Required delivery date will be provided in this segment as a set number of calendar days after receipt of order, or in the DTM segment as an actual date. If the DTM segment is used, omit this segment.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	LDT01	345	**Lead Time Code** Code indicating the time range.	M	ID	2/2
		AF	From date of PO receipt to delivery.			
Mandatory	LDT02	380	**Quantity** Numeric value of quantity.	M	R	1/10
Mandatory	LDT03	344	**Unit of Time Period Code** Code indicating the time period.	M	ID	2/2
		DA	Calendar Days			
Not Used	LDT04	373	**Date**	O	DT	6/6

Segment: **SCH** **Line Item Schedule**

Level: Detail

Loop: PO1

Optional

Usage: Optional

Max Use: 104

Purpose: To specify the data for scheduling a specific line item.

Syntax: ***1.*** If SCH03 is present, then SCH04 is required.

2. If SCH09 is used, then SCH08 is required.

Comment: SCH05 specifies the interpretation to be used for SCH06 and SCH07.

Implementation Note:
Use to describe a partial delivery at the line item level.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	SCH01	380	**Quantity** Numeric value of quantity.	M	R	1/10
Mandatory	SCH02	355	**Unit of Measurement Code** Code identifying the basic unit of measurement.	M	ID	2/2
Not Used	SCH03	98	**Entity Identifier Code**	O	ID	2/2
Not Used	SCH04	93	**Name**	C	AN	1/35
Mandatory	SCH05	374	**Date/Time Qualifier** Code specifying type of date or time, or both date and time.	M	ID	3/3
			Implementation Notes: *1. SF 18 Block 6.* *2. The required delivery date.*			
		002	Delivery Requested			
Mandatory	SCH06	373	**Date** Date (YYMMDD).	M	DT	6/6
Not Used	SCH07	337	**Time**	O	TM	4/4
Not Used	SCH08	374	**Date/Time Qualifier**	O	ID	3/3
Not Used	SCH09	373	**Date**	C	DT	6/6
Not Used	SCH10	337	**Time**	O	TM	4/4

Segment: **MAN** **Marks and Numbers**

Level: Detail

Loop: PO1

Optional **Usage:** Optional

Max Use: 10

Purpose: To indicate identifying marks and numbers for shipping containers

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	MAN01	88	**Marks and Numbers Qualifier** Code specifying the application or source of Marks and Numbers (87).	M	ID	1/2
Mandatory	MAN02	87	**Marks and Numbers** Marks and numbers used to identify a shipment or parts of a shipment.	M	AN	1/45

Segment: **N9** **Reference Number**

Level: Detail

Loop: N9 **Repeat:** 1000

Optional

Usage: Optional

Max Use: 1

Purpose: To transmit identifying numbers and descriptive information as specified by the reference number qualifier

Syntax: At least one of N902 or N903 must be present.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	**N901**	**128**	**Reference Number Qualifier** Code qualifying the Reference Number.	**M**	**ID**	**2/2**
			Implementation Notes: *1. When N901 is code CJ, carry the clause number in N902.* *2. If the clause source is other than the FAR, indicate the source in N903.* **CJ** Clause Number			
Conditional	**N902**	**127**	**Reference Number** Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	**C**	**AN**	**1/30**
Conditional	**N903**	**369**	**Free-form Description** Free-form descriptive text.	**C**	**AN**	**1/45**
Not Used	**N904**	**373**	**Date**	**O**	**DT**	**6/6**
Not Used	**N905**	**337**	**Time**	**O**	**TM**	**4/4**

Segment: **N1** **Name**

Level: Detail

Loop: N1 **Repeat:** 200

Optional

Usage: Optional

Max Use: 1

Purpose: To identify a party by type of organization, name and code

Syntax: ***1.*** At least one of N102 or N103 must be present.

2. If either N103 or N104 is present, then the other is required.

Comment: This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

Implementation Note:

Addresses are typically defined using N101, N103, and N104. N102 and N2 - N4 should be used when the ship to addressee cannot be described with a zip code.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	N101	98	**Entity Identifier Code** Code identifying an organizational entity or a physical location.	M	ID	2/2
		ST	Ship To			
Conditional	N102	93	**Name** Free-form name.	C	AN	1/35
Conditional	N103	66	**Identification Code Qualifier** Code designating the system/method of code structure used for Identification Code (67).	C	ID	1/2
		16	ZIP Code			
Conditional	N104	67	**Identification Code** Code identifying a party.	C	ID	2/17

Segment: **N2** **Additional Name Information**

Level: Detail

Loop: N1

Optional

Usage: Optional

Max Use: 2

Purpose: To specify additional names or those longer than 35 characters in length

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	N201	93	**Name** Free-form name.	M	AN	1/35
Optional	N202	93	**Name** Free-form name.	O	AN	1/35

Segment: N3 **Address Information**

Level: Detail

Loop: N1

Optional

Usage: Optional

Max Use: 2

Purpose: To specify the location of the named party

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	N301	166	**Address Information** Address information	M	AN	1/35
Optional	N302	166	**Address Information** Address information	O	AN	1/35

Segment: **N4** **Geographic Location**

Level: Detail

Loop: N1

Optional **Usage:** Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

Syntax: ***1.*** At least one of N401 or N405 must be present.

2. If N401 is present, then N402 is required.

3. If either N405 or N406 is present, then the other is required.

Comments: ***1.*** A combination of either N401 through N404 (or N405 and N406) may be adequate to specify a location.

2. N402 is required only if city name (N401) is in the USA or Canada.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Conditional	N401	19	**City Name** Free-form text for city name.	C	AN	2/19
Conditional	N402	156	**State or Province Code** Code (Standard State/Province) defined by appropriate governmental agencies.	C	ID	2/2
Optional	N403	116	**Postal Code** Code defining international postal zone code excluding punctuation and blanks (zip code for United States). ***Implementation Note:*** *Use only when the "ship to" address has no zip code but may have another type of postal code (e.g., in a foreign country).*	O	ID	4/9
Optional	N404	26	**Country Code** Code identifying the country. ***Implementation Note:*** *A translation table will be required to convert those standard codes used by the DoD, as contained in DoD Manual 5000.12-M, to those used in the X12 standards.*	O	ID	2/2
Not Used	N405	309	**Location Qualifier**	O	ID	1/2
Not Used	N406	310	**Location Identifier**	C	AN	1/25

Segment: **CTT** **Transaction Totals**

Level: Summary

Loop: ____

Mandatory **Usage:** Mandatory

Max Use: 1

Purpose: To transmit a hash total for a specific element in the transaction set

Syntax: ***1.*** If CTT03 is present, then CTT04 is required.

2. If CTT05 is present, then CTT06 is required.

Comment: This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	CTT01	354	**Number of Line Items** Total number of line items in the transaction set. ***Implementation Note:*** *Total number of PO1 segments.*	M	N0	1/6
Not Used	CTT02	347	**Hash Total**	O	R	1/10
Not Used	CTT03	81	**Weight**	O	R	1/8
Not Used	CTT04	355	**Unit of Measurement Code**	C	ID	2/2
Not Used	CTT05	183	**Volume**	O	R	1/8
Not Used	CTT06	355	**Unit of Measurement Code**	C	ID	2/2
Not Used	CTT07	352	**Description**	O	AN	1/80

Segment: **SE** **Transaction Set Trailer**

Level: Summary

Loop: ____

Mandatory

Usage: Mandatory

Max Use: 1

Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).

Comment: SE is the last segment of each transaction set.

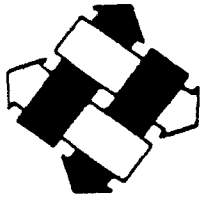
Data Element Summary

	REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES		
Mandatory	SE01	96	**Number of Included Segments** Total number of segments included in a transaction set including ST and SE segments.	M	N0	1/6
Mandatory	SE02	329	**Transaction Set Control Number** Identifying control number assigned by the originator for a transaction set.	M	AN	4/9

Implementation Note:
This is the same number as the one in ST02.

4.0 ASC X 12 FORMS

In this chapter, applicable ASC X12 forms are presented.



VIII - FORMS, FORMS, FORMS

ASC X12 Work Request Form

ASC X12 New Project Proposal Form

ASC X12 New Transaction Set Development Form

Form for New or Revised Appendix A Code Source Reference

Document Preparation for Interpretations, Guidelines and Control Standards

Sample Transmittal Form

ASC X12 Ballot Comment Response Letter Format

ASC X12 Standards Order Form

Rev. 5/10/90
DATE SUBMITTED _____

DM NUMBER _____
(Secretariat Only)

ASC X12

WORK REQUEST FORM

ALL REQUESTS MUST BE TYPED or printed legibly in black ink. Complete both sides.

1. TO USE THIS FORM FOR SUPPORTING DATA MAINTENANCE FOR A NEW DRAFT STANDARD OR X12 INTERPRETATION, list all requirement on ONE form. Use attachments as necessary. List first all new segments, then all new data elements/codes/code sources. Then list revisions to existing segments and data elements/codes/code sources. Then list any others (e.g., X12.5, X12.6).

2. TO USE THIS FORM TO REQUEST A CHANGE TO AN EXISTING STANDARD, use a separate Work Request Form to list all changes for one transaction set, one segment, one control structure, or one data element. All sections must be completed. Attachments may be used for continuation and should be numbered.

3. TO USE THIS FORM TO REQUEST A PROPOSED NEW X12 PROJECT, complete Section A. Provide a purpose/scope and describe any new features involved in Section B. Provide a description of the business need and justification for the new project in Section C/Part II. The Work Request will be forwarded to an appropriate X12 subcommittee for analysis and preparation of a project proposal.

Circle One: (1) New Standard Supporting Data Maintenance (use attachments)
(2) Existing Standard Maintenance Request (see Section D)
(3) Request for New X12 Project

Acronyms/abbreviations cannot be added to the standards. Industry-specific terms must be clearly explained. Provide Appendix A code source references for all externally published code lists cited. Incomplete forms or those with inadequate support for the change requested will be returned to the submitter.

A. SUBMITTER INFORMATION

Submitter:
Name _____
Company _____
Address _____
Address/ZIP _____
Phone _____

Indicate the X12 subcommittee or task group whose position is represented here.
I declare that this represents the official position of X12 WORK GROUP: _____
established at the meeting dated _____.

B. PROPOSED WORK: List the specific changes to the standards being requested. Give the names and associated identifiers of the standards, segments, data elements and codes affected.

Page Two

C. REASON FOR CHANGE:

Part I: List the version/release of the standard you are using or using as a reference. Name the transaction set that is being/will be used that dictates the requested changed. List affected segments and data elements, or other standards. Provide only reference numbers/IDs.

Reference Source Version 2/Release ____
Transaction Set Used _____
Segment Affected _____
Data Element Affected _____
Other Standard _____

Part II: Explain why you need the proposed change. Provide a complete scenario that tells what the business function, operation, or problem is that will be satisfied by a change to the standard. The X12J Technical Assessment Subcommittee requires enough information in this Part II to be able to propose an alternate solution if necessary.

D. RAMIFICATIONS: If you circled (2) on Page 1, complete this section. To ensure that all ramifications of your proposed change are recorded and that your request is complete, circle below all sections of the standards affected by the proposed change.

TRANSACTION SET	Name	Purpose/Scope	Table Note/Comment
	Segment Position	Require. Des.	Max. Use
	Loop Repeat	Loop Structure	Add Segment
	Delete Segment		
SEGMENT	Identifier	Name	Definition
	Add DE	Delete DE	Position in Segment
	Require. Des.	Syntax Note	Semantic Note
	Comment		
DATA ELEMENT	Name	Description	Type
	Min/Max		
CODE	Add code	Delete Code	Revise Code

OTHER (e.g., X12.5, X12.6):

ERRORS NOTED IN THE STANDARD (Give page no. and other identification):

Rev 4/1/90

PP No. _____
(Secretariat Only)

ASC X12

NEW PROJECT PROPOSAL FORM

PROCEDURE: Only X12 subcommittees may use this form to register new development activities as X12 project proposals (PPs). Complete all pages. PPs approved by the X12 Procedures Review Board will be registered and assigned a PP number by DISA, and a Transmittal Form will be issued.

Date and complete the form below. Type or print legibly in black ink and number all attachment pages consecutively. Submit to DISA prior to an ASC X12 meeting, or to X12J Technical Assessment Subcommittee during the subcommittee's agenda period at an ASC X12 meeting.

Date Submitted:
Date Approved by Subcommittee:

Subcommittee Name:
Task Group Name/No.:

Joint Development Subcommittee (if any):

Circle one: (a) Transaction Set (b) Guideline (c) Other

Project Working Title:

Official Delegate(s) for This Project To Be Named on Transmittal Form:

Name _____ Name _____

Company _____ Company _____

Address _____ Address _____

Address/ZIP _____ Address/ZIP _____

Telephone _____ Telephone _____

A. PURPOSE AND SCOPE FOR THE PROPOSED WORK: Provide a well-defined purpose/scope for the proposed work. See X12 Design Rules and Guidelines for requirements.

B. BACKGROUND: Provide details that will be helpful in reviewing the proposal. Who are the expected users? How will the standard be used? What business function(s) does it serve?. If the proposed standard overlaps the functionality of an existing standard or one in development, provide justification. If the proposal is not for a new standard or guideline, describe the project in detail. (Use attachments if necessary.)

C. OTHER STANDARDS INVOLVED: If applicable, identify any other business information standards that are similar/related to the proposal, and name standards developers (e.g., ANSI Accredited Standards Committees) whose activities may be involved or affected.

D. EXPECTED CONTENT/GENERAL DESCRIPTION: (OPTIONAL) Submitter may attach a preliminary draft of the proposed standard or other supporting documentation. Discuss new segments, data elements, control structures, and changes to X12.5 or X12.6 that are required or anticipated. (Use attachments.)

4/1/90

FORM FOR NEW OR REVISED

APPENDIX A CODE SOURCE REFERENCE

INSTRUCTIONS: Complete this form whenever a new data element or data element code is requested to be added which references a code list published by an external (non-X12) organization. Use one form for each new reference. This form may be used to revise current references; fill out the appropriate areas below.

CIRCLE ONE, COMPLETE AS APPROPRIATE:

(1) NEW REFERENCE
(2) REVISED REFERENCE, Current reference number/name _____

REFERENCE TITLE: If there is only one source for codes for the data element, the title should be the same as the data element name. If there are multiple codes referencing external code sources for the same data element, title should approximate the code definition.

REFERENCE TITLE:

DATA ELEMENTS USED IN: Give the data element reference number and name which directs the user to this Appendix A code source reference. Give the code ID (if assigned) if this is for a specific code of the data element.

USED IN: DE No. _____, Code ID _____

SOURCE: Provide the name of the publication which contains the codes referenced.

PUBLISHED IN:

AVAILABLE FROM: Give the publisher, or other contact, from whom the user can obtain the document.

Name/Attn of _____
Company _____
Address _____
Address _____
Address/ZIP _____

ABSTRACT: Briefly describe the publication, its purpose, and indicate what codes it contains.

ABSTRACT:

Rev. 4/1/90

DOCUMENT PREPARATION FOR
INTERPRETATIONS, GUIDELINES AND CCNTROL STANDARDS

These instructions are provided to assist developers of interpretations, guidelines and control structure which are not transaction sets (for transaction sets use the New Transaction Set Development Form).

GENERAL: DISA provides title page and front matter for publications and copyedits the document according to DISA house style.

REVISIONS: If the document is a revision of a previously published interpretation, guideline or standard, provide a summary of the changes to the original that are contained in the document.

I INTERPRETATIONS

A formal interpretation of an X12™ Standard is considered part of the body of standards when it is approved for publication. The interpretation draft should state the issue presented by the requestor, state the proposed interpretation, and show as attachments any Work Requests that may be necessary to effect the interpretation within the subject standard. The draft interpretation is processed like any other subcommittee document.

II GUIDELINES

For publication purposes, guidelines are treated like a journal article. Basic requirements are given below.

ABSTRACT: This is a precise summary of the Purpose/Scope (see below), and may be identical to it if that is brief (two paragraphs); otherwise summarize the purpose/scope. It should contain enough information about the document to enable a reader determine what the guideline is intended to accomplish within an EDI environment.

PURPOSE AND SCOPE: This statement must indicate purpose of the guideline, e.g., the business function or operation addressed. Scope and any specific limitations of scope should be defined.

BODY OF TEXT: This may be a number of subsections logically organized. Provide sections for foreword, introduction, definition of terms and concepts, references and related standards, methodology, specifications, requirements, discussion, and conclusions, as appropriate to the subject.

ART AND GRAPHICS: Graphics or artwork necessary to illustrate the document are encouraged. Provide camera-ready copy if these are not already prepared and delivered on a WP diskette to DISA.

FOREWORD, FOOTNOTES, APPENDICES: These may be used for purposes of clarity, illustration, or general information, not as "part of the guideline." A statement indicating the material is for information purposes only and not part of the guideline shall appear at the beginning of a foreword or appendix.

III CONTROL STRUCTURES AND OTHER STANDARDS

For publication purposes, these documents are treated like guidelines (see Section II above). The requirements are the same, with the addition of the following:

NEW SEGMENTS AND DATA ELEMENTS: These may be defined within the text; however, since they represent changes to X12.22 and X12.3, they should be specified on a Work Request Form attached to the draft.

RELATED X12™ STANDARDS AND OTHER REFERENCES: These shall be identified in a section within the text.

Page Two

FORMAT: "This Draft Standard for Trial Use contains the format and establishes the data contents of the _____ Transaction Set (___) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set (can be used to...)"

C. PURPOSE AND SCOPE This statement must indicate the full range of capabilities of the transaction set, and who the senders/receivers are. Explain the business function or operation that is addressed. Follow ASC X12 Design Rules and Guidelines and use this format:

FORMAT: "This standard provides the format and establishes the data contents of the _____ Transaction Set within the context of an Electronic Data Interchange (EDI) environment. This transaction set (can be used to...)"

D. TRANSACTION SET TABLE(S) For each table provide the following information. FORMAT:

TABLE X

POSITION NO.	SEGMENT ID	TITLE	REQ. DES.	MAX. USE.	LOOP REPEAT COUNT	NOTE REF.
010	ST	Transaction Set Header	M	1		Note 1
020	BB	Beginning Segment For	M	1		Comment 1
etc.						

Note 1: This is a note. NOTES are part of the standard (numbered).
Comment A: This is a comment. COMMENTS are not part of the standard (lettered).

E. APPENDIX EXAMPLES Examples are used to test the merit of the proposed transaction and to explain it to users. At least one example is mandatory. No recognizable proper names may be used in any example.

FIGURE 1: (Optional) Use a sample paper document using mock data. If used, data must be accurately mapped to Figure 2. Original graphics must be attached (8-1/2x11") so they can be copied.

FIGURE 2 (or EXAMPLE): Title the figure and provide a Business Scenario to explain to the reader what is going on in the example. Add the note: "In this example the asterisk (*) represents the data element separator and the N/L characters represent the segment terminator." Present EDI transmission data and its meaning in two columns, side-by-side. ZZ or ZZZ codes are discouraged, since their usefulness in an explanatory example is nil. FORMAT:

BUSINESS SCENARIO: In this transaction set the sender is XYZ Retail Center and the receiver is their supplier, Fantastic Products Manufacturing, Inc....etc.

EDI TRANSMISSION DATA	(TRANSACTION SET PURPOSE) DATA
ST*8XX*0005 N/L	Begin Transaction Set 8XX; Control No. 0005
BB*01*79800* N/L	Original Transmission; Ref. No. 79800
etc.	

Rev. 5/10/90

DM Number _____
(Secretariat Only)

Document No. _____
(Developer Obtains from DISA)

ASC X12

NEW TRANSACTION SET DEVELOPMENT FORM

INSTRUCTIONS: Use this form to submit a draft transaction set for review by X12J Technical Assessment until it is text processed by DISA. Use a new Transaction Set Development Form whenever revisions are proposed and a text file has not yet been prepared by DISA.

ATTACHMENTS: Attach all pages; use this form as the first. Follow these instructions for preparing materials.

The submitter must obtain a document number assignment from DISA. Post it to this form (above).

Attach a List of Revisions if the draft was previously reviewed by X12J or if this is a revised/redesigned transaction set standard requiring X12 ballot.

Use ONE Work Request Form to list all supporting data maintenance for the transaction set and attach it to this form. Propose new or revised codes for DE 143 and DE 479 at a minimum, if required.

A Transmittal Form must accompany this document when it is submitted to DISA for distribution.

Use the most recent X12™ Standards Development Workbook to check your document for accuracy.

A. SUBMITTER INFORMATION

Submitter:
Name _____
Company _____
Address _____
Address/ZIP _____
Phone _____

Indicate the X12 subcommittee or task group whose position is represented here.
I declare that this represents the official position of X12 WORK GROUP: _____
established at the meeting dated _____.

B. ABSTRACT

The Abstract is registered with the American National Standards Institute. It is a precise summary of the Purpose/Scope (see Section C below). It may be identical to the Purpose/Scope if that is brief (two paragraphs), otherwise summarize the purpose/scope. It should contain enough information about the standard to enable a potential user determine what equivalent paper transaction it represents or what the standard is intended to do. Follow the format on page two.

Rev. 5/10/90

SAMPLE TRANSMITTAL FORM

initialized
KEY DATE: February 15, 1990

DELEGATE'S NAME	John Doe
RESPONSIBLE SUBCOMMITTEE/TG#	ASC X12Q XX Subcommittee/TG4
TRANSACTION SET/GUIDELINE TITLE	X12.XX ABC/XYZ TRANSACTION SET (8XX)
BALLOT Document No.	_____
Current Document No.	ASC X12Q/90-051
Previous Document No.	ASC X12Q/90-004
Project Proposal No.	PP-999
Associated WR/DM No.	DM 012-190

PROJECT PROPOSAL

PP Review by X12J	(DATE) 2/7/90
PRB Approves PP	(DATE) 2/9/90

DEVELOPMENT PHASE: Project proposal approval through approval for X12 vote.

Document Submitted for DISA Text Processing	(DATE) _____
Subcommittee Approves Draft for Review by X12J, Tech Assessment	(DATE) _____
X12J Tech Assessment Review	(DATE) _____
PRB Approves Document for X12 Vote	(DATE) _____

ORIGINAL BALLOT DATA (DISA):

Ballot Closed Date	(DATE) _____
Tally/Comments Sent to Chair/Delegates	(DATE) _____

Tally Stats (Number and Percent)

_____ Ballots Mailed (100%)
_____ Ballots Returned (___%)
_____ Approved (___%)
_____ App w/Comment (___%)
_____ Disapproved (___%)
_____ Abstained (___%)

Page Two

COMMENT RESOLUTION PHASE: See Sections A, B and C. If the subcommittee at any time decides to reballot the document, PRB approval is required and response letters are not necessary.

A. COMMENT RESPONSE LETTERS: An Open Forum must be scheduled at the next X12 meeting following the ballot closing date. All those who commented receive a comment response letter from the developing subcommittee. DISA records this process and handles the mailing.

Open Forum Date (DATE) _____
Response Letters Mailed Out by DISA (DATE) _____
Rebuttal Period (30 days) Closes (DATE) _____

ADJUSTED BALLOT DATA (DISA):
30-Day Response Review Closed Date (DATE) _____
Tally/Comments Sent to Chair/Delegates (DATE) _____
Tally Stats (Number and Percent)
_____ Ballots Mailed (100%)
_____ Ballots Returned (___%)
_____ Approved (___%)
_____ App w/Comment (___%)
_____ Disapproved (___%)
_____ Abstained (___%)

B. SUBSTANTIVE REVISION: If ballot comments result in substantive revisions to the document, these are reviewed by X12J and processed by DISA. The revised document is submitted to X12 voters for a 30-day review period. DISA records this process/handles mailing. Subcommittees should conduct 30-day reviews for response letters/revised documents concurrently.

Subcommittee Approval of Revisions (DATE) _____
X12J Review of Revisions (DATE) _____
DISA Mails Revised Document (DATE) _____
Substantive Revision 30-Day Review Closes (DATE) _____

ADJUSTED BALLOT DATA (DISA):
30-Day Substantive Change Review Closed Date (DATE) _____
Tally/Comments Sent to Chair/Delegates (DATE) _____
Tally Stats (Number and Percent)
_____ Ballots Mailed (100%)
_____ Ballots Returned (___%)
_____ Approved (___%)
_____ App w/Comment (___%)
_____ Disapproved (___%)
_____ Abstained (___%)

Page Three

C. CONTINUING OBJECTIONS. If there are continuing disapprovals after the 30-day review period, the document/disapprovals/responses/continuing objections are mailed to X12 members who originally cast a ballot, for another 30-day review, to give them an opportunity to change their vote.

Continuing Objections Mailed to Chair/Delegate by DISA (DATE) _____
DISA Mails Documents (DATE) _____
30-Day Review Closes (DATE) _____

FINAL ADJUSTED TALLY (DISA): Whenever any disapprovals are withdrawn, a letter to this effect must be received in writing by DISA.

Final Tally Results Sent to Chair/Delegate (DATE) _____
30-Day Review Stats (Adjusted Tally)
_____ Ballots Mailed (100%)
_____ Ballots Returned (___%)
_____ Approved (___%)
_____ App w/Comment (___%)
_____ Disapproved (___%)
_____ Abstained (___%)

PRB APPROVAL PHASE: After the comment resolution period, the subcommittee votes to submit the document to the PRB for approval to publish.

Subcommittee Votes to Release to PRB (DATE) _____
PRB Approves Publication (DATE) _____

FOR DRAFT STANDARDS FOR TRIAL USE:
VERSION/RELEASE/SUBRELEASE ID CODE ASSIGNED: _____

TRANSMITTAL FORM INSTRUCTIONS:

GENERAL: This Transmittal Form is a TURNAROUND DOCUMENT which records the history/current status of a project document. It is used to exchange information between the Secretariat and the committees of X12. Information is cumulative (add on). This form is attached to the document whenever it is issued for distribution (it is mandatory for submitting documents to DISA, X12J Technical Assessment, and the PRB). Document control numbers are still required on each document, and new numbers are required whenever it is revised.

KEY DATE: This is used to identify the latest version of the document (date associated with the current transmittal form update).

DELEGATE: Each subcommittee designates an individual (delegate) from the group responsible for the project. The Secretariat must be informed if the delegate changes.

INITIATION: Primary data is recorded by DISA on the initialized form after the project proposal is approved by the PRB. The subcommittee chair and delegate(s) receive the initialized *Transmittal Form* from DISA; thereafter, they are responsible for recording the appropriate subcommittee approval dates. The chair/delegate will receive a copy of the updated transmittal form whenever it is revised by DISA.

UPDATING: At each appropriate step, DISA will POST fresh data to the form, ADD the next appropriate blanks to the form, and SEND it to the subcommittee chair/delegate at each status change. The delegate must POST the form with fresh data at each status change for which the subcommittee is responsible and SEND it with the appropriate document to the Secretariat.

ASC X12 BALLOT COMMENT RESPONSE LETTER FORMAT

GENERAL INFORMATION

AFTER AN X12 BALLOT, THE RESPONSIBLE SUBCOMMITTEE (OR ITS DESIGNATED TASK GROUP) MUST respond in writing to all disapproval votes. The Organization & Procedures manual (OPM) states that you are not required to respond to those members who approved with comment, but typically all commentors are responded to. The OPM states that all comment responses must be coordinated with the Subcommittee Chair.

There are two response letter formats from which to choose: a generic letter which will be sent to all commentors, and a individualized response to each commentor. See instructions below and the attachments.

OPTION 1: GENERIC LETTER (MASTER LETTER) TO ALL COMMENTORS
You may prepare one letter to be sent to all commentors. Every comment received must be reproduced in your letter. For each comment listed, name the commentor (X12 member company name) and the vote recorded for them. Link your response to the comment. If you choose this option, you may group the comments which are similar and respond to them as a group. Every member that disapproved must be responded to.

OPTION 2: INDIVIDUAL LETTER TO EACH COMMENTOR
You may prepare one letter for each commentor. If you choose this option, you need not repeat the original comment provided on the ballot. Follow the usual business letter style and the general instructions below. Every member that disapproved must be responded to.

INSTRUCTIONS

STEP 1: Plan to print the first page of your letter(s) on ASC X12 letterhead. If you don't have letterhead, you can obtain some from the Secretariat or reproduce the sample attached. You may not use personal, corporate, or blank letterhead for your comment response letter(s).

STEP 2: Call the Secretariat for a document control number. This number must appear in the upper right corner of the first page of the letter. If you send an individualized letter to each commentor, the document control number assigned for the first letter will be followed by an "A" (e.g., ASC X12*F/TG8/90-120A), the second by a "B" (e.g., ASC X12*F/TG8/90-120B), etc.

STEP 3: Choose your letter format option (see General Information above).

STEP 4: Prepare the letter following the outline, below using a typical business letter format.

a. Provide a contact name (sender's) in the upper right corner box of the letterhead; include phone number.
b. Print the document control number under the letterhead box.
c. Print the date under the document control number.
d. Address the letter to the individual, or for a generic letter include an addressee line and subject line.
e. Include an introductory paragraph so the issue is properly identified to the addressee.
f. You may wish to recap the ballot tally (from your Transmittal Form) for the information of the reader.

STEP 4: Forward the letters to the Secretariat, Attention Secretariat Services, with a cover letter requesting distribution of the response letter(s) you have prepared. When the letters have been distributed, the project delegate and subcommittee chair will receive an updated Transmittal Form which has the mailing date and 30-day review period closing date posted.

Attachments: X12 Letterhead Sample
Sample Master Response Letter
Sample Individual Letter

ASC X12-ELECTRONIC DATA INTERCHANGE [EDI]

Accredited Standards Committee
operating under the procedures of the
American National Standards Institute

Tim Jonesey
(999) 999-9999

Dan Smithey
(999) 999-9999

Document No

ASC X12C/TG20/90-999
June 25, 1990

TO: X12 Members Who Commented on Modifications to X12.xx Control Structures

RE: Response to Comments on December Ballot
DMs 205289, 215289, 317289

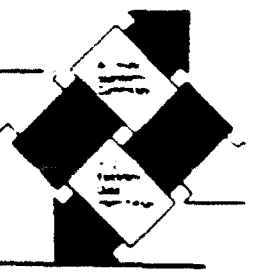
Thank you for your comments. This ballot involved modifications to X12.xx. Of the 327 ballots mailed, 153 ballots were returned. Of these, 81 approved, 15 approved with comment, 20 disapproved with comment and 37 abstained.

In general, the vote responses were in favor of the modifications. The majority of the comments focused on the impact of these modifications on the presentation of information in the X12.22 Segment Directory. The proposed modifications and the resulting presentation in the segment directory have been reworked in response to these comments. A revised modification to X12.xx was reviewed by Technical Assessment at the June ASC X12 meeting. Modifications to the document have been made which reflect responses to the comments from this ballot, and a revised copy of X12.xx is being distributed to all who voted on this issue, for 30-day review of revisions.

Specific responses to comments follow.

COMMENT: Automobile Corporation
"Add the following note to Paragraph 3.3: NOTE: Communication protocol characters should be excluded from the character set."

RESPONSE:
The cover letter sent out with the voting package explained that the intent was to obtain consensus on the proposed modifications to X12.xx. X12.xx is a difficult standard to amend. We request that ballot responses be considered on the merits of the recommended modifications and not on the standard as a whole. Your comment was outside the scope of the requested modifications.



COMMENT: Aircraft Engine Corporation
"Some consideration for Abstract Syntax Notation One (ASN.1) should be allowed.

1. ASN.1 is capable of defining all of the necessary inter-relations needed by X12 transactions.

2. ASN.1 requires less characters to define the same information.

3. ASN.1 is the encoding scheme used by most OSI work."

RESPONSE:
The recommendation to consider usage of ASN.1 encoding reaches far beyond the scope of the modifications requested in this ballot. Activities such as this are best submitted as separate work requests.

COMMENT: Some Software Inc.
"Conditionality of data elements should be left to the discretion of implementation guidelines and agreements. There is much discussion at times as far as whether certain data elements should be mandatory or not; many application systems are incapable of providing certain 'mandatory' information and, as such, filler-type data must be inserted."

RESPONSE:
The issue of data element conditionality as a whole is a much broader subject than was intended to be addressed within the scope of this ballot. This ballot was intended to provide a means for consistent documentation and application of already existing conditional structures. If the commentor believes that the conditional structure should be removed from the standard, the task group recommends that this be submitted as a separate work request.

Etc.

ASC X12-ELECTRONIC DATA INTERCHANGE (EDI)

Accredited Standards Committee
operating under the procedures of the
American National Standards Institute

Joe Somebody
Chair TG19, X12C
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Document No

ASC X12C/TG8/90-998A
August 10, 1990

Ms. Jane Doe
American Bank
One Central Plaza
Middle America, MO 99999

RE: Response to Ballot Comments on
ASC X12 Model Guideline

Dear Ms. Doe:

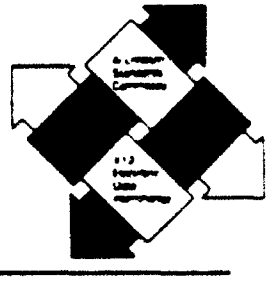
Subcommittee X12C has empowered its Task Group 19 to provide responses to the comments on this ballot. The members of TG19 wish to thank all X12 members who took the time and effort to vote on this guideline. We especially thank each individual who provided comments, whether in approval or disapproval of the guideline. We recognize and appreciate your careful review of this document.

Our response is keyed to the numbered items in the comments attached to your ballot.

RESPONSE
1. We agree with your comment. In Section 4.2.2, we have replaced "we utilize rules ..." with "rules ... are utilized".

2. The confusion between Section 4.2.3 and Section 6.2 only exists because of the example we chose in the first section. This is a hypothetical example, of a simplified model. Headers and trailers can be placed on the content at ALL levels, and do not necessarily correspond to ASC X12 headers and trailers.

3. We agree with your comment. Section 6.2 has been changed so that "the establishment of ..." was added to items 1 and 4.



5.0 GLOSSARY

This chapter contains ASC X12 and DoD specific glossaries.

5.1 X12 GLOSSARY

ANSI
American National Standards Institute

ANSI Standard
A document published by ANSI that has been approved through the consensus process of public announcement and review. Each of these standards must have been developed by an ANSI committee and must be revisited by that committee within 5 years for update. See Draft Standard for Trial Use (DSTU).

Area Transaction Set
Identifies a predefined area within a transaction set (header, detail, summary) containing segments and their various attributes.

ASC X12
Accredited Standards Committee, X12 comprises industry members who create EDI standards for submission to ANSI for subsequent approval and dissemination; or for submission to the UN/ECE for approval and submission of UN/EDIFACT stan-dards.

Authentication
A mechanism which allows the receiver of an electronic transmission to verify the sender and the integrity of the content of the transmission through the use of an electronic "key" or algorithm which is shared by the trading partners. This is sometimes referred to as an electronic signature.

Compliance Checking
A checking process that is used to ensure that a transmission complies with ANSI X12 syntax rules.

Conditional (C)
A data element requirement designator which indicates that the presence of a specified data element is dependent on the value or presence of other data elements in the segment. The condition must be stated and must be computer processable.

Control Segment
A Control Segment has the same structure as a Data Segment but is used for transferring control information for grouping data segments. Control Segments are Loop Control Segments (LS/LE), Transaction Set Control Segments (ST/SE), and Functional Group Control Segments (GS/GE), defined in X12.6, and Interchange Control Segments (ISA/IEA/TA1) defined in X12.5.

Data Element

The basic units of information in the EDI standards containing a set of values that represent a singular fact. They may be single-character codes, literal descriptions, or numeric values.

Data Element Length

This is the range, minimum to maximum, of the number of character positions available to represent the value of a data element. A data element may be of variable length with range from minimum to maximum, or it may be of fixed length in which the minimum is equal to the maximum.

Data Element Reference Number

Reference number assigned to each data element as a unique identifier.

Data Element Requirement Designator

A code defining the need for a data element value to appear in the segment if the segment is transmitted. The X12 codes are mandatory (M), optional (O), or conditional (C). DoD may "require" a segment which is optional by X12 standards.

Data Element Separator

A unique character preceding each data element that is used to delimit data elements within a segment. Dod uses "*" as the delimiter.

Data Element Type

A data element may be one of six types: numeric, decimal, identifier, string, date, or time.

Delimiters

The delimiters consist of two levels of separators and a terminator. The delimiters are an integral part of the transferred data stream. Delimiters are specified in the interchange header and may not be used in a data element value elsewhere in the interchange. From highest to lowest level, the separators and terminator are segment terminator and data element separator.

DISA

Data Interchange Standards Association. A nonprofit organization funded by ASC X12 members which serves as the Secretariat for X12.

DSTU

Draft Standard for Trial Use. Represents a document approved for publication by the full X12 committee following membership consensus and subsequent resolution of negative votes. (Final Report of X12 Publications Task Group). The Draft EDI Standard for Trial Use document represents an ASC X12 approved standard for use prior to approval by ANSI. See ANSI Standard.

EDI

Electronic Data Interchange. The computer application to computer application exchange of business information in a standard format.

Electronic Envelope

Electronic information which binds together a set of transmitted documents being sent from one sender to one receiver.

Element Delimiter

A single-character which follows the segment identifier and separates each data element in a segment except the last.

Functional Group

A group of one or more transaction sets bounded by a functional group header segment and a functional group trailer segment.

Functional Group Segments

GS/GE segments identify a specific functional group of documents such as purchase orders.

Industry Conventions

Defines how the ASC X12 standards are used by the specific industry

Industry Guidelines

Defines the EDI environment for using conventions within an industry. It provides assistance on how to implement X12 standards.

Interchange Control Segments

ISA/IEA segments identify a unique interchange being sent from one sender to one receiver (see electronic envelope).

Interchange Control Structure

The interchange header and trailer segments envelop one or more functional groups or interchange-related control segments and perform the following functions: (1) defines the data element separators and the data segment terminators, (2) identifies the sender and receiver, (3) provides control information for the interchange, and (4) allows for authorization and security information. (X12.5)

Loop

A group of semantically related segments; these segments may be either bounded or unbounded (X12.6). The N1 loop is an example of a loop, which includes segments N1 to PER for name and address information.

Mandatory (M)

A data element/segment requirement designator which indicates the presence of a specified data element is required.

Mapping
The process of identifying the standard data element's relationship to application data elements.

Max Use
Specifies the maximum number of times a segment can be used at the location in a transaction set

Message
Entire data stream including the outer envelope

Optional (O)
A data element/segment requirement designator which indicates the presence of a specified data element/segment is at the option of the sending party which can be based on the mutual agreement of the interchange parties.

Qualifier
A data element which identifies or defines a related element, set of elements, or a segment. The qualifier contains a code taken from a list of approved codes.

Repeating Segment
A segment that may be used more than once at a given location in a transaction set. See Max Use.

Security
System screening which denies access to unauthorized users and protects data from unauthorized uses

Segment
Segments consist of logically related data elements in a defined sequence. A data segment consists of a segment identifier, one or more data elements each preceded by an element separator, and ends with a segment terminator.

Segment Directory
Provides the purpose and format of the segments used in the construction of transaction sets. The directory lists each segment by name, purpose, identifier, the contained data elements in the specified order, and the requirement designator for each data element.

Segment Identifier
A unique identifier for a segment composed of a combination of two or three upper-case letters and digits. The segment identifier occupies the first-character positions of the segment. The segment identifier is not a data element. The segment identifier in EDIFACT is a component data element — part of a composite data element consisting of a segment identifier and an explicit looping designator.

Segment Terminator
A unique character appearing at the end of a segment to indicate the termination of the segment, e.g., N/L.

Syntax
The grammar or rules which define the structure of the EDI standards (i.e., the use of loops, qualifiers, etc.). Syntax rules are published in ANSI X12.6.

Transaction Set
The transaction set unambiguously defines, in the standard syntax, information of business or strategic significance and consists of a transaction set header segment, one or more data segments in a specified order, and a transaction set trailer segment.

Transaction Set ID
An identifier that uniquely identifies the transaction set. This identifier is the first data element of the transaction set header segment.

Translation
The act of accepting documents in other than standard format and translating them to the standard.

Version/Release
Identifies the publication of the standard being used for the generation or the interpretation of data in the X12 standard format. May be found in the Functional Group Header Segment (GS) and in the Interchange Control Header Segment (ISA). See Control Segment.

VICS Committee
Voluntary Interindustry Communications Standards for Electronic Data Interchange

X12
The ANSI committee responsible for the development and maintenance of standards for electronic data interchange (EDI).

X12.5
Interchange Control Structure. This standard provides the interchange envelope of a header and trailer for the electronic interchange through a data transmission, and it provides a structure to acknowledge the receipt and processing of this envelope.

X12.6
Application Control Structure. This standard describes the control segments used to envelop loops of data segments, to envelop transaction sets, and to envelop groups of related transaction sets.

5.2 DoD GLOSSARY

AIS
Automated Information Systems

ASD(P&L)
Assistant Secretary of Defense (Production and Logistics)

DES
Data Encryption Standard

DISA
Defense Information Systems Agency

DLA
Defense Logistics Agency

ISA
Interchange Control Header Identifier

NIST
National Institute of Standards and Technology

NTE
Note Identifier

PLUS
Protection of Logistics Unclassified/Sensitive Systems

UN/EDIFACT
EDIFACT; Electronic Data Interchange for Administration, Commerce, and Transport

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13. ABSTRACT *(Maximum 200 words)*
This is an Electronic Data Interchange (EDI) systems design document that describes the standards or "convention" the Department of Defense (DoD) will use to transmit a Request for Quotation using the ASC X12 Transaction Set 840 Request for Quotation (003010).

14. SUBJECT TERMS
Electronic Data Interchange; EDI; DoD EDI Convention; Electronic Commerce; ANSI X12; X12; electronic standards; electronic business standards; computer-to-computer exchange of data; electronic documents; electronic records; paperless environment; conventions

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